THE ORGANIZATION OF UNITED NATIONS DOCUMENTS IN THE LIBRARIES OF AHMADU BELLO UNIVERSITY AND UNIVERSITY OF IBADAN

By

Aminu Abubakar Abba BA(LS)(B.U.K.)
M.L.S. (ABU)

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Department of Library Science
Faculty of Education Ahmadu
Bello University Zaria.

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DECLARATION

I, Aminu Abubakar Abba, hereby declare that this thesis is my authentic work.

This work has not been submitted in any previous application for a higher degree.

All sources of information used in this research are properly acknowledged by means of references.

Aminu Abubakar Abba

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CERTIFICATION

This thesis entitled "The Organization of United Nations Documents in the libraries of Ahmadu Bello University and University of Ibadan" by Aminu Abubakar Abba meets the regulations governing the award of the degree of Master of Library Science of Ahmadu Bello University and is approved for its contributions to knowledge and literary presentation.

Dr. M. Afolabi
Chairman, Supervisory Committee

Date 3rd Jan. 1990

Mr. M.I.H. Zira
Member, Supervisory Committee

Date 3-1-90

Dr. G.T. Omadivan
Head of Department

Date _____

Professor D.I. Saror
Dean, Postgraduate School

Date _____

DEDICATION

This work is dedicated to my beloved parents, Wife and daughter whose moral support and patience have continued to inspire me throughout the exercise.

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ABSTRACT

The effective utilization of any library will depend to a Large extent on the proper organization of its materials and provision of effective retrieval systems. It is through efficient cataloguing and classification that the large collections of libraries are made accessible to the users.

This study examines the organization of United Nations documents of two depository Libraries namely: Kushim Ibrahim Library, Ahmadu Bello University and the Kenneth Dike Library, University of Ibadan, in relation to the system used by the United Nations itself.

The organization system of UN documents of the two libraries was carefully studied and examined by the researcher. In addition, an interview instrument was designed and administered to the document librarians of the two libraries.

It was found that while KDL uses an archival system similar to that of the UN, the KIL employs a subject classification system based on LCC. In both cases, the systems employed have fallen short of the UN system and have therefore not been adequate enough to allow satisfactory organization of a l l UN documents deposited to these libraries. This deficiency has been compounded by inadequate subject bibliographical services.

On the basis of these so findings, the study has proposed several recommendations aimed nt improving the organization system of the UN documents in the two libraries under study. This would ultimately make the UN collections more easily accessible to the users and therefore better utilized.

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Chapter One

1 Introduction

The aftermath of the Second World War was the birth of an international body called the United Nations (UN) on 26 June 1945. It replaces the League of Nations established on 10 January, 1920. The UN was charged with the responsibility of guaranteeing world peace and stability in order to foster progress in all fields of human endeavour.

In order to execute its functions effectively, the UN established the following principal organs:

1. The Economic and Social Council;
2. The General Assembly;
3. The International Court of Justice;
4. The Secretariat;
5. The Security Council and
6. The Trusteeship Council.

The UN also executes its functions through numerous specialised agencies that include the following:

i. International Atomic Energy Agency (IAEA);
ii. International Labour Organization (ILO);
iii. Food And Agricultural Organization (FAO);
iv. United Nations Educational, Scientific and Cultural Organization (UNESCO);
v. World Health Organization (WHO);

vi. International Bank for Reconstruction and Development World Bank (IBRD);

vii. International Finance Corporation (IFC);

viii. International Development Association (IDA);

ix. International Monetary Fund (IMF);

x. International Civil Aviation Organization (ICAO);

xi. Universal Postal Union (UPU);

xii. International Telecommunications Union (ITU);

xiii. World Metereological Organization (WMO);

xiv. Inter-Governmental Maritime Consultative Organization (IMCO) and

xv. The General Agreement on Tariffs and Trade(GATT). This is not a specialised agency, but is often listed among them by virtue of its relationship with some of the agencies. (See appendix A for UN Organization Chart for details).

The activities of the UN through the above organs have resulted in the generation and accumulation of enormous body of information in all fields of human endeavour. Chamberlin and Moore (1951) observed that:

> The UN discussions and studies cover a wide range of human activities that the documentation will be useful to virtually every department or discipline in a university.

Furthermore in Unesco (1954), it is stated that:

> During the first two years of its (UN) existence, it issued as many documents as the League of Nation's did in 25 years.

From the foregoing, it is clear that the UN is an important source of information, a vast storehouse of knowledge that will be useful in all aspects of human endeavour. The basic concern of any library is to select, acquire, preserve, organise and disseminate information materials for maximum utilization by users. There are a number of ways in which libraries deal with information materials. Materials dealing with subject matter in printed and non-printed forms are normally arranged according to subject.

But when dealing with other publications, especially government publications or documents of international organizations, the system of arrangement changes. Many libraries regard government documents and in particular documents of international agencies as esoteric (Stevens and Stevens 1973).

There is an obvious problem in control and organization of UN documents because unlike the other familiar publications that are less diversified printed document by government or international organizations vary greatly in publication format, author, subject title etc. and all these collectively make the task of cataloguing and classification difficult and confusing. Also as noted by Brimmer et al (1962), Childs (1973) and EL-Ayouty(1974a), the overwhelming volume of materials produced by the UN and the increasing problem of control and use is worrying both the producers and the documentalists.

These documents of international organizations do not easily fit into the popularly developed codes and schemes of arrangement and cataloguing. It has become necessary therefore, to refer all such documents to document section of a library where such is provided. In 1969 the Kashim Ibrahim Library (KIL), was designated a depository library of the UN documents and this necessitated the establishment of a separate section designated "documents section" which takes care of all UN collection along with other documents. Similarly, in 1953 the Kenneth Dike Library (KDL) of University of Ibadan (U I) became the nation's first UN depository library and has since been receiving the publications.

The UN collections posed problems of cataloguing and classification. In KIL for instance, although the Library of Congress Classification (LCC) scheme is adopted in cataloguing and classifying such documents, this system has not been comprehensive enough to cater for all the documents. This is evidenced by the fact that official records, summary records of meetings, plenary meetings which are mostly in pamphlets and series are classified according to archival system of arrangement. Noting this, Adamu (1984) states:

> The Library of Congress Classification Scheme is adequate to the secondary materials produced by the United Nations and its various agencies. However, the official records, plenary meetings, summary records of meeting, and other documents need a special classification or arrangement scheme.

Adamu's assertion is relevant to all government and international organisations documents since their system of arrangement may not be compatible with the existing traditional schemes. It has become necessary therefore especially in respect of ABU library to integrate the existing scheme with the archival system of arrangement to accommodate all documents of such international organizations. Dale (1969) also expressed the same opinion in support of the principle of provenance when he stated that the classification of government publications by subject has always resulted into problems in many libraries. However, the introduction of an archival system has proven to be more practicable with these types of materials. The archival system of arranging UN documents is therefore thought to be the most relevant and useful scheme to such materials.

1.1 The Problem

Various writers on the publications of United Nations have acknowledged that it is the most prolific publisher of our age. The value of documents of this international organization cannot be over-stressed. As far back as 1962 Patch (1962) noted that:

> The great value of UN documents lies in their wide range of subject matter as well as the accuracy and authority with which they are prepared.

As important as these documents of International organizations are to the research needs of our scholars in various aspects of international affairs, their efficient

exploitation has always been hampered due to inefficient organization. Despite the fact that government documents and documents of international organizations are being given separate units in most libraries, they are still not receiving the adequate attention and treatment deserved. Marulli-Koenig and Koenig (1983) observed that UN materials sent to depositories are not well utilized by making the materials usable and useful through the provision of proper tools.

The poor attention the materials receive in most of our libraries is due mainly to the lack of understanding of their scope and nature by majority of the staff that are appointed to man them. On this issue Adamu (1984) laments that:

> The agencies entrusted to collect, arrange and disseminate information in developing countries are not giving adequate attention to the documents produced by national governments and international organizations.

This lack of understanding of these documents displayed by the staff, is attributed to the little concern shown by most of our schools' curricula which ignore the question of government publications and international organizations documents, except for a cursory mention in one or at most two session of a general course to which relatively few students are exposed. This situation in our library schools according to Stevens and Stevens (1973) and Adamu (1985), has affected the in-depth understanding and management of these documents by most libraries.

Coupled with this problem of inadequate and qualified staff is the characteristics and nature of the organizations that produce these documents and the nature of the documents themselves. For organization so diverse as United Nations, the acquisition of their publications often present problems even to the depository libraries. This according to Robert (1950), Ronquillo (1965) and Childs (1966), is due to the lack of availability of regular and consistent selection tools of the publications of the UN itself and it's numerous specialised agencies. With this problem, even the depositories which are supposed to get their materials automatically from the issuing bodies according to Unesco (1950), may not know what there are for them to request when not sent. This affects consistent organization especially if the archival system is used in organizing materials as well as the comprehensiveness of the collections.

Another factor affecting the use of UN collection in most of our libraries is the organization. In a situation where information materials are not fully catalogued and arranged due to inadequate systems, staff, and flimsy nature of the documents, there are chances of the materials being poorly organized and consequently under-utilized. Schaaf (1974) expressed a similar view that:

> Because of the nature of the publications and the frequent lack of adequate bibliographic tool, particularly subject indexes, there is a near universal agreement that international documents wherever located are under-utilized.

The non-existence of subject catalogues, indexes in most of the libraries managing UN documents tend to hinder effective retrieval of the materials (Schaaf 1974). In KIL for instance, although some of the materials are catalogued and arranged according to Library of Congress Classification Scheme and Anglo-American Cataloguing Rules II (AACR II), majority of them mostly in pamphlets and series are not catalogued and indexed.

This has made it impossible for users to know what they have since there is no available subject index to direct them to these documents. Also the Author/Title catalogue of the UN has posed limitations to users who may want to search for the materials under subject headings when ignorant of an author or title. Hence the organization and retrieval devices of these type of materials tend to be a problem to almost all libraries receiving UN documents. This observation was also made in Unesco (1954) where it was reported that:

> Libraries receiving United Nations documents are confronted with a number of different problems such as how to classify, catalogue and preserve them and how to find in them the information which they are stated to contain.

Looking at the centralised cataloguing system being operated in most libraries, though proper for consistency and uniformity in practice, it has often been observed to cause delay in processing materials for use in the Documents unit which houses the UN materials.

Moreover, it is feared that such materials may not be in the care of experts in the area of international documentation. Dimitrov (1975) equally expressed that:

> The deplorable state of many collection of international documents was found to be caused mainly by lack of specialised librarians and the absence of basic principles for the organization.... of these documents.

Since most libraries handling government documents and documents of international organizations operate a policy of closed access, the catalogue alone is not enough. It is essential for documents librarian to devise a more pragmatic means of informing users of the materials received in their units. On this note, Ita (1976), reiterates that:

> A policy of closed access emphasised strongly the need for regular accession list and subject bibliographies.

Also in relation to the above points, Wynar (1976) and Hernon and Lou Williams (1978) pointed that in a closed access type of collection, the assistance of the documents librarian is very much required in addition to the card catalogue. The subject catalogue is very useful in this regard and the competency of the documents librarian will assist in the retrieval of the materials. But are these objectives really met by libraries handling government documents and particularly documents of international organizations?.

It is in the light of the above highlighted problems that this study intends to investigate more into the aspect of organization as the basis for efficient retrieval of these materials. A comparative study of Kashim Ibrahim Library, Ahmadu Bello University and the Kenneth Dike Library, University of Ibadan is going to be made.

1.2 Significance of the Study

The importance of the United Nations as a source of vital documents of international nature cannot be over-emphasised. Stevens and Stevens (1973) observed that;

> The scope of United Nations documents embraces all fields of human knowledge. For the political scientist and the historian, they constitute a body of primary sources. The demographer or economist finds in these documents statistical data on a world-wide basis. The subject covered range from arts to atomic.

It is clear from the foregoing statement that the UN is a source of information materials in all aspects of human endeavour and that information materials may not easily fit into the traditional systems of arrangement employed in many libraries. A study of this type which is geared towards understanding the organization of UN documents would be valuable to the librarians managing such materials. Furthermore, there is evidence that the need for the documents is increasing at a considerable

rate in our institutions of higher learning (Adamu 1984). Stressing their importance to universities too, Cassidy (1952) stated that:

> All universities have courses in economics, geography, history, political science, sociology and law; in all these fields United Nations Publications provide excellent source materials.

Sharing the same view, Winton (1965) also said that:

> Although many of this material (meeting records, draft resolutions, committee reports) is of interest primarily to students of international organizations, it includes also many reports and studies of value to other subject area specialists.

The above statements thus show the value of these UN materials to scholarship. Departments of international studies in many universities offer course in disciplines that are predominantly based on international documents which are obtainable through UN sources. It is hoped that this exercise would meet the demands of the ever-increasing search for these documents.

It is the ultimate purpose of this exercise to investigate and determine the appropriate measures that would contribute towards more effective organization of UN documents in KIL and KDL. This finding may also be of interest not only to the UN itself, but to other libraries that manage such documents as well as library schools curricula on organization of information sources.

1.3 Objectives of the Study

The study aims to achieve the following:

1. To investigage the existing arrangement schemes used by the Documents Units of Kashim Ibrahim Library and Kenneth Dike Library.

2. To identify the problems involved in the organization of UN materials in the two libraries.

3. To advance suggestions to maximise the use of the United Nations documents by organizing and making them accessible.

1.4 Basic Assumptions

The study has the following basic assumptions:

1. There is no significant difference in the organization of UN documents between Kashim Ibrahim Library and Kenneth Dike Library.

2. There is no significant difference between Kashim Ibrahim Library and Kenneth Dike Library, in the type of problems that hinder effective organization of UN documents.

3. Users encounter some difficulties and ultimately become frustrated whenever they are searching for UN publications.
4. Efficient Library management results in increased utilization of information materials and UN depository libraries are under utilized because of inefficient organization of the materials.

1.5 Limitations of the Study

Ideally, a study of this kind is supposed to cover all the university libraries and other main libraries in the country, but for reasons of limited time, resources and vast geographical area of the country, this study is limited to only Kashim Ibrahim Library and Kenneth Dike Library. Furthermore, these two libraries are considered to house older and more comprehensive collections of the United Nations in the country and are in the academic community.

Chapter Two

2. Review of Literature

It is indeed overwhelming that in this area, quite a lot has been done. A brief look at the literature reveals that attmepts were made at various stages to study the structure of the United Nations itself, its various agencies, its resources and international symbol system of arrangement.

In another related search, notably those of Shinyi (1978) and Amune (1988), there were attempts made specifically to either study the Documents Unit or evaluate the orgainzational systems in the arrangement of government documents including documents of international organisation which are nonetheless inextensive. There are however, a few shorter studies of seminal significance on UN documents and their organization.

It is important to point out here that, even though this research is oriented towards the local practice in Nigerian context, a number of foreign literature is found to be essentially necessary for inclusion as the nature of the documents considered are international in outlook. Local literature will as well be considered for the purpose of this research. The review of the foreign literature will equally help in drawing experiences of other libraries in the organization of UN documents as it relates to the Nigerian experience.

For convenience, the literature review has been organised under the following headings:-

1. Definition types and importance of UN documents.
2. Integration Vs separation of UN documents in the library's general collection.
3. Open Vs closed stacks.
4. Organization of UN documents.
5. Bibliographic and physical accessibility of UN materia's.
6. Summary of literature survey.

2.1 Definition, types and Importance of UN documents

Definition of terms and identification of types of materials is very essential if one is to be conversant with the types of publications that emanate from the UN body, their scope and how to organize them. Many libraries in the past tried to give definitions that adequately cover the publications of the UN. Some of the definitions even come from the UN itself or other authoritative bodies allied to the UN. Unesco (1965) defined documents as follows:

> A document in the widest sense of the word is any graphically recorded material, whatever its form and nature, that may provide information.

In another article by EL-Ayouty (1974b), a "document" is defined in the UN framework as:

> A document of value is a verbalization of an idea, an analysis, a datum. As such they (documents) truly are the life-blood of the United Nations negotiations.

Another term that requires definition for clarity and specificity is the term government publications. Doak (1978) defines government documents as:

> Any printed publications or microfilm bearing a government imprint for example the publications of federal, state, local or foreign governments and of world organization, such as United Nations, European common market etc.

Similarly childs (1973) and Hernon (1979) represented the definition of government publications as "informational matter which is printed as an individual document at government expense or as required by Law". This definition is probably said to be the most recent attempt in 1962 to define government publications as part of legislation relating to depository libraries in the United States. The definition is not therefore comprehensive enough to include publications of international organizations. It is rather restricted to government publications of U.S. as relates to their depository library systems.

Winton (1948) also defined United Nations documents as those papers covering records of meeting, resolutions and reports adopted by organs and sub-organs of the United Nations which are published in series under official symbol or in the official records whether the distribution be unrestricted or restricted, whether the documents be processed or printed.

Coming to more strict definition of the terms "Publication" and "Public information material", Winton (1965) states that 'Publications' include sales publication,

printed items offered for sale or subscription: monographs, yearbooks, bulletins, periodicals, the official records and treaty series. And 'public information materials' include leaflets and pamphelts issued free of charge by office of public information as different from publications prepared for sale by that office.

The foregoing definitions also include types of documents issued by the UN body. Also on the types of publications issued by UN, Unesco (1954) and Scott Laing (1975) enumerated them as follows:

1. Printed Publications;
2. Mimeographed documents;
3. Official records;
4. Sales publicationsand
5. Periodicals

In addition to the above, certain of these materials are also available through external publishers both in hard copy and in microform (Scott Laing 1975).

In general, whatever the nature of these government publications and publications of United Nations, one fact is, they embraced all identified fields of human knowledge. They cover works of an educational, legal, scientific, cultural and informational nature (Unesco 1964).

2.2 Integration Vs Separation of UN Documents in a Library's General Collection

As government documents provide a wide spectrum of resources from which the researcher can glean information according to McClure and Harman (1982), one important fact about them is the issue of how best to make them available to researchers needing to use them. Saunders (1954) once said the question still bothering many librarians dealing with documents is whether to group all the documents of international organizations or disperse them according to subject interest.

Right from the inception of UN, a lot of arguments have been advanced for either integration or separation of these documents for effective retrieval. The question of integration or separation of these documents in a library's general collection also points to the issue of either maintaining a closed or open stacks system of service of these documents. A reasonable number of writers have variously expressed their views for either the integration or separation of the documents in a library system.

Harris (1951) and MacBride (1954) strongly advised that the documents of UN and that of specialised agencies should not be separated for convenience to the users. They should if possible be in one shelf area. This point they emphasized is vital in terms of physical and subject access to both the documents and information contained in them.

It is important material of this type be kept in one unit if at all extensive so that the indexes and checklist, specifically designed for them may be used.

Presser (1975), equally believes that the creation of a separate government documents collection will enhance effective selection, acquisition, processing and reader services of these documents.

However, McClure and Harman (1982) on the other hand argued that, until government documents collection are integrated with other library collection on equal footing and develop programmes to accomplish this objective, users may not find it easy to make use of these materials. This view seems to contradict other local studies by Ogbodo (1978), Aina (1986), Ugboma (1987) and Amune (1988) which strongly proved that the maintenance of a separate government documents collection department enhances more efficiency in organization, maintenance and accessibility.

Also supporting integration, Myers and Britton (1978) maintained that "if document collection is to remain together, users will have no difficulty in knowing where a particular document is. This may be true if the documents are accompanied by effective retrieval systems. Myers and Britton (1978) are however quick to point that under this system, the documents are not shelved by subject or with other classified materials. This means that a different system of organization is used for the materials apart from

the subjectpattern . Users may often mistakenly believe that all documents are in card catalogue for example pamphlets and monographs. They suggest that the use of other tools are essential in addition to the personal assistance by the documents staff in retrieval of these documents.

Brimmer et al (1962) in their work discussed the issue of separation or integration. They pointed out that majority opinion support the separation for easy handling and accessibility. Brimmer etal (1962) showed that in a separate collection of UN documents, the materials would be grouped or arranged by sections broadly described as follows:

1. Basic reference materials;
2. Pre-UN materials;
3. By organ (of issue);
4. Sales category;
5. Specialised Agency and
6. Secondary materials.

In a separate collection of UN, there will not likely be a catalogue. A checklist of documents may exist Brimmer et al (1962). If the checklist is not comprehensive enough, then some materials may be lost to users eventhough they are arranged according to those broad sections and using the symbol system of arrangement there is still a need to supplement such collection with a catalogue where it is viewed essential especially in developing countries. This is because not all the finding

aids mentioned in this book by Brimmer et al (1962) may be located in most of the libraries dealing with UN documents.

Other librarians however, strongly expressed the belief that the integration of documents into the general library collection will tremendously improve their accessibility than when treated separately. They argued that the chances of the materials being used is great especially if the general catalogue contains bibliographic information on these documents. Fry (1977) who is of this opinion felt that library administrators need to consider government publications as an information source on equal footing with books, series etc. According to him the relationship between the documents collection and other library collections should be that of a single resource meeting user needs.

Although the stand of these authors is that since information materials serve the same purpose and their equal treatment should be preferred, failed to note the problems associated with such publications. Because of their format, diversity in subject coverage fragile nature etc, they cannot easily fit into the traditional subject classification used in many libraries. The flimsy nature could also not allow such materials to be shelved along with other materials on the shelves except if some are to be in pamphlet boxes.

Moreover, in addition to this Saunders (1954) who partially supports the idea of separation purports that materials usually get lost to users when they are particularly integrated with the other documents of specialised agencies and other library materials. Again these documents do not have to be integrated with other collections of the library for users to know about their existence.

This is because, the section to handle the processing will maintain its retrieval tool for these materials and also include these bibliographic details in the main catalogue of the library to publicise the collection.

MacBride (1954) also pointed that integration of the documents into the general library collection using the various subject classification schemes has the following disadvantages:

1. That full cataloguing is necessary;
2. Time is wasted in searching the documents and
3. That related pieces of information are frequently "Lost" to the reader through being so far dispersed in space or in catalogue.

Whatever principle is adopted by any library, integration or separation is not what really matters, but the ability to make these materials available to users is what they should have in mind. Is is however good for libraries to have a special section for this type of documents for convenience to both staff and users. As Kohler (1975) observed, centralization of control in one document unit ensures that there is one authority as to what government publications are in the system and also it minimizes duplication of effort in ordering, processing and servicing of these documents.

2.3 Open Vs Closed Stacks

Also in the same stream of separation or integration, the question of whether the collection be open or closed has been debated among librarians. The nature of these documents which necessitates their separation from other library materials in some libraries also leads to their being restricted or closed to users. Librarians gave reasons for both operations.

Wynar (1976) describes that each system has its own virtues. The open stacks allows and encourages browsing and therefore stimulates intellectual awareness. And on the other hand, the closed stacks lessens the chances of books mishandled, mispalced or stolen but patron must rely on the resources of the public service staff and the card catalogue.

In another related observation, Hernon and Lou Williams (1976) and Ita (1976) expressed that in closed access type of collection, there is a need for regular accession list and bibliographies, in addition to the assistance of a document librarian.

Yannarella and Aluri (1976) on the other hand indicated a number of factors likely to influence the decision of whether or not to circulate documents among which are:

a. nature of physical access such as open or closed stacks.

b. nature of organization of the collection (such as integrated or separated).

They speculated that if documents stacks are closed to the patrons, they are less likely to be circulated. This is especially true if they are not co-ordinated with effective bibliographical services as maintained by Ita (1976).

The restriction imposed on users by closed collection often comes as a necessary measure to preserve and maintain these precious documents. The closed stacks can only be possible if documents are treated separately from the general library materials. In such a situation, the library must be able to offer all the necessary bibliographical services that will assist users as well as personal assistance since they are not allowed face to face with the materials.

In the case of open access, although users stand to benefit easy browsing and use of such materials, there is danger of mutilation or even loss of these documents which are to be preserved for future generations.

2.4 Organization of UN Documents

The organization of UN documents have in the past attracted a lot of discussions in the area of classification and cataloguing. The majority opinion is that such materials should not be integrated in the general scheme of arrangement of libraries and that a special classification scheme is strongly advocated for the

efficient organization of these documents particularly those of international organizations. Others who see the need to apply the conventional cataloguing on government publications argued that the best approach to such materials is through subject catalogue. In general these documents have been a source of worry to many librarians in the past and present.

Dale (1969), reported that the superintendent of documents classification system which began soon after 1895, was used as a model by other government jurisdiction both in United States and abroad. According to this article, even the League of Nations and United Nations developed systems based on the same principle. In archival system of arrangement which is universally accepted for arranging documents, materials are grouped according to their organs of origin (Schellengberg 1965).Under an archival system of organization, Hyde (1936) and Barbee (1973) agree that the aim of the archives classifier is to devise a system which takes the government agency concerned rather than the subject as its starting point and unit.

Although the above classification which has been accepted as most ideal as supported by Dale (1969), was not quite the view of Lewis (1962) who argued that when cataloguing government documents in a Library set up, librarians should recognize these documents as just ameanable to bibliographical descriptions i.e. cataloguing, indexing and citation as other normal library materials.

He pointed that the shortest route to the identification of government publications is often through subject catalogue and not from the author catalogue at all. Lewis (1962) however cautioned that a cataloguer must be ready to change in his mind when he realizes that his original decisions do not adequately meet a changing situation.

The views of Lewis (1967) about subject approach as the only means of retrieving documents contradict the principle of archival system of organizing documents using the principle of provenance as pronounced by Hyde (1936) and Dale (1969). As it has been earlier stated, the principle of archival system of arrangement was being used since mid 1800 in the organization of documents. In this system, the principle of provenance is followed in classification i.e. originating body rather than the subject arrangement as advocated by Lewis (1962).

In archival system, since materials are arranged according to their authors who are usually the agencies concerned with the production of these publications, the tendency is to create a separate unit for them in the library as they are not treated as other library materials. The advantage is that the documents are brought together in one section and handled by specialists in that area. One major advantage of the system according to Dale (1969) is that publications of all government jurisdiction can be integrated into one collection.

Another fact in using the archival system of arrangement is, the staff in charge must be conversant with the international organizations that produce these documents. It is very essential they study the structure of these organizations to be able to organize their documents even if they cannot lay their hands on the special schemes devised by such agencies (See appendix A). Brimmer et al (1962) also pointed out that two conditions must be satisfied before UN documents can be effectively organized for accessibility. These conditions are:

1. A thorough and complete understanding of the structure of the United Nations Organizations.
2. Comprehensive knowledge of the symbol series system by which the documents are designated.

Similarly, Vladimirov (1966) informed that every librarian receiving United Nations documents should first acquire some knowledge of the way in which the organization functions and should possess and be familiar with the basic reference works. These reference works include the following:

(a) Catalogue of UN publications;
(b) List of symbols;
(c) Alphabetical list of commissions and committees and
(d) Monthly list of documents in United Nations Documents Index (UNDI).

When librarians are equipped with these two requirements according to Brimmer et al (1962) and Vladimirov (1966), there will be no need for classifying individually the documents of United Nations. Supporting this Dale (1969) observed that cost and time is involved in individually classifying government documents instead of using the system already devised which can be co-ordinated with the use of the monthly catalogue of UN materials.

In relation to this too, Brimmer et al (1962) noted that the availability of various guides and tools are said to have made the retrieval of UN documents correspondingly easier than most documents of other international organizations. These tools and guides cover materials in the depository libraries of large or medium-sized UN documents collection.

All the special schemes and tools prepared by the UN library are intended to simplify the arrangement of these documents in UN library and other libraries dealing with these materials. Despite these bold efforts by the UN library, these tools are confessed to be less used in our depository libraries (Brimmer et al 1962). The following questions are raised in the work in connection with the use of the tools and guides in depository libraries:

1. Why are the tools not effectively used in our depository libraries?
2. Are they difficult to handle?
3. Are they not relevant to the needs of individual libraries?
4. Are they complex to understand?

Although no justified reasons are given for the non-adoption of the tools and guides produced by the UN, the most probable ones are:

i. The lack of availability of these tools in our libraries.

ii. The difficulty in comprehending their notational systems.

Another probable answer to the questions raised by Brimmer et al (1962) could be due to the nature of the publications and the frequent lack of adequate bibliographical tools, particularly, subject indexes (Schaaf 1974) and (Hernon 1979).

Because of these reasons, there is a near universal agreement that international documents are under-utilized wherever they are located. It is in connection with this that Harris (1951) and Dale (1969) emphasised that the archival arrangement of these materials by organizations, must be coordinated with analytical subject indexes and other relevant tools and guides if the materials are to be fully accessible.

However, contrary to the views held by others particularly Hyde (1936), Brimmer et al (1962) and Dale (1969), Hernon (1979) alleged that special classification may hinder access to government publications. He suggested that a selective dissemination service (SDI) is essential for users to get access to these materials.

Certainly then, the special classification scheme cannot be said to be redundant if it is to be accompanied by other bibliographical services as emphasised by Dale (1969).

Although an SDI service is an effective outreach programme meant to acquaint users with materials in their fields of interest, the administration of such service can only be limited to a small group of users especially in a special library. The use of computer will also be highly needed for this type of service, than the manual system.

In another study by Hernon and Lou Williams (1976), they examined the university of Nebraska's document collection. They found that the documents were separately arranged according to the superintendent of documents classification system and only selectively catalogued. Contrary to the opinions held by other authors notably Hyde (1936); Brimmer et al (1962); Dale (1969) etc the popular opinion according to Hernon and Lou Williams (1976) is that such an arrangement hinders retrieval and use of documents for a number of reasons:

1. The classification numbers are confusing and often change;
2. Documents are not strictly arranged by subject and therefore thought not to be browsable and
3. Documents are not usually catalogued or are catalogued selectively.

The result of this study did not however, bear out the popular opinion. In a similar statement too, Dale (1969) noted that one main disadvantage of the archival system is that, different departments of governments publish materials on the same subject, however, this material will not stand on the shelf because they are arranged by issuing bodies. Also pointing out another disadvantage of archival arrangement, Harris (1951) noted far less excusable has been a kind of extemporization in fixing upon class symbols, resulting in infrequent changes in series designations and considerable overlapping, duplication and apparent inconsistencies within the systems themselves. He is however quick to point that the development of United Nations Documents Index is guiding in this regard.

Despite all these problems mentioned about the use of special classification schemes, other early writers including Harris (1951) still believed that the bulk of this material could best be treated using a special scheme. The advantages to be derived from using the documents classification scheme based on organizational structure or principle of provenance as promulgated in the 19th century,could be summed up as follows according to Dale (1969):

1. The notation is simpler,easy to understand and provides for expansion;
2. It is economical to use as notation has already been assigned to UN publications. Moreover these documents carry classification numbers;

3. As a shelf-location device, the classification scheme serves its purpose very well;

4. Full advantage can be taken of the analytical indexing provided by UNDI and

5. Separate government documents collection requires specialised librarian who can in turn provide better reference service.

Although it is undoubtedly easier to use the document symbol system of arrangement, that will much depend on the type of staff assigned to take care of the UN documentation and their interest in the organization, its structure and functions. Provided that the librarian is trained in the area of international documentation and has interest in that, the advantages mentioned above may not easily be achieved. This will negatively affect the efficient organization of these materials.

It is in relation to the problem of understanding the symbol system used for UN documents that Adamu (1984) recommended that a careful study of the symbol series system of the United Nations and its specialised agencies is important to clearly understand the classification scheme. He further stressed that it is essential for librarians in charge of UN documents to familiarize themselves with the UN documentatioh system. However, documents librarians should not be dogmatic in their approach to arrangement of documents. Whenever the library classification is found to be useful and practical, it should be adopted without hesitation.

Just like the government documents scheme which are purely based on the organizational structures Winton (1965), Dale (1969) and Adamu (1984) highlighted that the United Nations and its sub-divisions in general reflect that structure. The system according to Dale (1969) and Adamu (1984) has as its first element a symbol which represents one of the main organs of United Nations. For instance, A/identifying the documents of the General Assembly; E/for the documents of Economic and Social Council etc.)

The second element of the symbol as demonstrated by Dale (1969) and Adamu (1984) indicates a committee or commission or a special body of the parent organ. These are indicated by the letters: C - Standing Committee; Ac-Ad Hock Committee; Sc - Sub-committee; CN - Commission; Sub-Sub-Commission; Conf - Conferences etc.

The symbols use for the notation are easy to understand especially the initial letters that represent the various organs of the UN. However, with the addition of the numbers, they tend to be lengthy and increasingly difficult to understand. It is therefore essential to know the structure of the UN very well and its documents symbol system to be able to organize the materials. Such knowledge is also essential if a special scheme for organizing the documents is to be developed for the collection.

On cataloguing the UN documents manywriters pointed the fact that since materials appear with their designated classification marks, which is a reflection of a special scheme used, the need to catalogue the materials is not necessary. Moreover, the guides and tools provided by the UN itself is adequate for the location of these documents. They observed that it will only amount to time wasting if the documents are to be catalogued including the huge amounts to be spent.

Patch (1962) writing on organization of UN materials stated that only a few titles would be catalogued in the ordinary way for inclusion in the main catalogue. Also in United Nations documents collection at New York University, only very few of the documents are catalogued. Chamberlin and Moore (1951) explained that there are far basic reasons upon which this decision was taken;

1. The UN has produced many excellent tools and checklists which go far beyond anything any catalogue can even be expected to accomplish;
2. The volume of the materials produced is so great that maintaining a current catalogue is almost impracticable;
3. The inadequacy of the catalogue as a guide to the best items on any subject with a large block of materials and
4. Cost of cataloguing and maintaining such system is great in the light of the reference tools described above (such as UNDI).

Considering the volume of materials produced by UN body, it is certainly not going to be an easy task in trying to individually catalogue the materials. Probably it is in view of this that Harris (1951) pointed that formal cataloguing ofdocuments is not feasible or desirable in view of the tools and guides, produced by UN for example UNDI, yearbooks, almanacs etc. There will be no need therefore, to catalogue everything that is received from the UN if the libraries can get the tools and checklists described by Chamberlin and Moore (1951).

The problem one can envisage for the developing countries including Nigeria however is that, what if they do not regularly receive these tools and guides? An examination of some of UN collection in the country tend to reveal that neither the documents series symbol nor checklists or guides are used. As Ogbodo (1978) reported, many libraries dealing with government documents in the country are faced with problems of comprehensive organization of these materials. He pointed that some do selective cataloguing where only those items that will go with other library materials are classified while the bulk of the materials remain uncatalogued. He observed that the catalogue merely provide location symbol. Ogbodo (1978) further pointed that even the organization according to the issuing bodies is not consistent.

The situation is still that, these materials are found to be improperly managed as far as their organization is

concerned. The questions here are; are the methods used too inadequate? Why then can the libraries not adopt the UN tools as well as the symbol series system in organizing the collection with some modification?

These revelations by Ogbodo(1978) seem to relate that the librarians in charge of these materials are either not knowledgeable in the area of archival system of organization or portray a non-chalant attitude to these materials.

The lack of interest and knowledge may be the main reason. Adamu (1984) attributed this lack of interest in organizing UN documents by developing countries to lack of training and education in the area of documentation. However in Unesco (1954) a contrary belief is held that since libraries receive UN publications free of charge, librarians do not take much trouble over them as they would if they were obliged to pay for them, thus neglecting such documents.

Similarly Shinebourne (1974) alleged that "There are no organized technical and information services in many developing countries." He then suggested the following measures to improve the accessibility of these materials especially in developing countries:

1. A United Nations depository libraries;
2. Access to computer facilities;
3. Standard list of subject headings such as the Library of Congress and

4. One qualified and competent cataloguer and one programmer in handling bibliographic records.

Although the above suggestions are good and will help towards understanding the problems involved in organizing documents, the use of computer though convenient and more efficient in handling this mass of information, is still seen as a near impossibility in developing countries like Nigeria.

The use of computers even when procured, may be hindered due to a number of factors such as lack of sufficient qualified programmers, constant power failure, spare parts as well as the technological know-how. These factors may collectively bring the system to a halt. The paper which laid much emphasis on the use of computers in mechanizing information services, did not take into account the problems of developing countries as regard this new system. For example in Nigeria where the factors mentioned above are prevalent, the mounting of this service may take years to be effectively functional. It is acknowledged that the use of computer will ease the work of librarians handling international documents and make the collection readily available for use if not for the problems prevailing in developing countries as mentioned earlier.

And on cataloguing, Chan (1978) and Gorman and Winkler (1978) both considered United Nations as a corporate body and assigned subject entries under their names. According to them, corporate bodies include public and private

organizations, societies, associations, institutions, government agencies, commercial firms, churches and other groups identified by a name such as conferences, exploring, expeditions etc. Among the exampls of corporate names given by Chan (1978) "United Nations Secretary General" is one.

Chan (1978) argued that because corporate bodies like individuals, also serve as authors. This seems to agree with the archival principles as advocated by other scholars. The question yet unanswered is, can entry under the name of a corporate body be actually considered as a subject treated in a document per se? This will be answered under the bibliographic and physical accessibility of these UN materials in the subsequent section of this review.

Accordingly therefore the Anglo-American Cataloguing Rules II (AACR II) and the Library of Congress Subject Headings (LCSH) could be used in cataloguing the UN documents as the provisions therein could be applied to these documents if need be. There is however no direct indication in the Library of Congress practice on UN documents. (Chan 1978). Gorman and Winkler (1978) also indicated that these rules are designed for use in the construction of catalogues and other Lists in general libraries of all sizes. They are not specifically intended for specialist and archival libraries. This points to the fact that most of these general lists of subject headings and catalogue codes are not prepared with the archival and special libraries in mind.

However, they can still be adopted and used wherever they are found to be practicable.

In another survey carried out on the documentation of UN materials in three countries; Columbia, Malaysia and Morocco by Marulli-Koenig and Koenig (1983), it is reported that, cataloguing of these materials are by subject, author or issuing source and by title. In this system, author and title cards are made for series of documents rather than individual items or pieces. This is in line with archival system of organization. The practice reported in this study is common to many libraries in the world not using the UN system generally.

The reasons for locally cataloguing these materials in these libraries is that most indexes produced by even the UN organization and specialized agencies are found not to include all the materials published by them. This is one fundamental weakness of relying entirely on the UN tools and guides. Therefore, the system of locally cataloguing materials based on archival systems or a combination with the traditional system where applicable is a welcome idea for libraries not considering the use of the tools and guides of the UN en toto in the organization of such materials.

The practices in organizing UN documents as reported in the foregoing paragraphs, show that the use of other systems different from UN symbol system is still possible provided that there are competent people to initiate and maintain such systems. On the best way of organizing

documents on the whole, it may not be out of context to once more quote the words of Dale (1969) in conclusion:

> ....government publications whether of the United Nations, United States or other jurisdictions, are mostly accessible to the student and the scholar if they are classified on the basis of the archival principle of organizational structure.

This statement is valid if these documents can be coordinated with analytical subject indexes.

2.5 Bibliographic and Physical Accessibility of the UN documents

Although majority opinion seems to agree with the archival system of arrangement of these documents, there are also strong recommendations for bibliographical services such as subject indexes and abstracting services to ease their retrieval under specific subject headings. The argumentis that since the archival system follows the arrangement by principal organs, commissions and committees, the subject indexes and other similar retrieval tools will facilitate search under certain established subject areas.

Harris (1951) highlighting the problems faced by users due to lack of effective bibliographical services purported that:

> It has become all too apparent that there is considerable uncertainty and confusion in the public mind concerning the systems of documentation employed in classifying United Nations publications. Many students and some professors wishing to avail themselves of these valuable materials approach the task with hesitation and trepidation.

The situation according to Harris (1951) is largely explained by the newness of the materials as well as by their volume and scope. Coupled with this, he pointed out that the lack of adequate checklists and indexes retarded full and effective use of the material right from the inception of the United Nations.

EL - Ayouty (1974b) also reported that the lack of indexing of sizeable collection of the UN documents has rendered these materials unavailable to several important categories of users. Brimmer et al (1962) stressing the importance of bibliographical services mentioned that anyone who has done serious research in United Nations documents knows that he would be lost without the bibliographical and indexing tools provided by United Nations Library.

In other words, effective indexing and abstracting should take into consideration the myriad uses of a great variety of actual users of UN documentation. Further to this, the index to a document collection is the prime and central component of any information retrieval system. EL Ayouty (1974b) also maintained that "the index should give user what is usually a small collection of references from which to choose".

Other local studies conducted by Ita (1976) and Ogbodo (1978) equally share a common view with Harris (1951); Brimmer et al (1962) and EL-Eyouty (1974b). For instance Ogbodo (1978) expressed that the lack of documentation activities based on government publications such as indexing and abstracting services or

compilation of bibliographies has adverse effect on the retrieval of these materials.

MacBride (1954) talking on bibliographical services, threw a challenge to the libraries around the world that not much has been done in the area of subject approach to UN materials. Borrowing the words of Mr. Rudolf Hirsch of the University of Pennsylvania, MacBride (1954) said "qualitative selection would be much easier if a good abstracting service could be developed". This is particularly important as UN documents have grown to considerable proportion on various subject areas in recent decades due to their enormous activities (Adler 1982). The importance of government and international organizations documents requires the libraries to control them in the area of subject bibliographies as much as possible if users are to know what exists in their areas of interest.

Also as early as 1950s, Moore and Chamberlin (1952) alerted that "a bibliography of some proportion is growing around the document issued by the United Nations and its specialised agencies". Already a lot has been done by the UN library in New York in the compilation of the publications of the UN in this regard which is published in the UNDI. But even the UNDI does not cover all the documents produced by the United Nations talkless of the specialised agencies materials (Marulli-Koenig and Koenig 1983).

In addition to that, the UNDI does not cover the materials of specialised agencies of the UN. That is the more reason why Vladimirov (1966) advised that the

specialised agencies need to index their publications and provide subject bibliographies. This he believed will help coordinate records of all their publications and relieve the Dag Hammarskjold library in New York which may not even keep proper track of the specialised agencies publications.

Inspite of the efforts made in producing these bibliographies or indexes, the problem one can foresee for libraries in developing countries particularly the depositories is that they may not regularly get these tools and guides produced by the UN. And when they get them, they may not have in their libraries all the materials that may be found listed in these bibliographies or indexes. It will then be appropriate if the individual libraries concerned with UN documentation could build subject bibliographies and indexes based on their collections. Vladimirov (1966) report also showed that most of the publications on UN system or the depository libraries especially in foreign countries emphasise the need for bibliographical and indexing services as an effective retrieval device.

Majority of library users often approach the library or the catalogues with subject of interest rather than author or title. As MacBride (1954) pointed out, research people are by reason of their task narrow-minded and "definitive". They are interested in their subject and its possible ramifications only. This therefore necessitates the indexing and abstracting services of the government documentation if effective use is to be

made possible through an efficient retrieval system such as those pointed by MacBride (1954). Finally, MacBride (1954) emphasised that two approaches around which definitive subject bibliographies may be arranged are:

1. There must be standard subject cores of research use and
2. There must be established more narrow subject areas for the smaller definitive problem of reseaarch and class uses which continually develop.

If the two subject stratification above could be used as basis for developing subject bibliographies of UN documentation, a tremendous achievement can be made in communicating to potential users publications on various subjects of interest to them.

Hernon (1979) and Aina (1986) are also of the view that subject headings should be created in order to facilitate the organization of documents and related entries under certain established subject headings. This it is believed will collate entries on same subject headings together for easy guidance to users of documents. Hernon (1979) maintained that eventhough subject headings may be broad and hide other important subjects treated, it is all the same good as materials dealing with relatively same subjects will be brought together. The broadness of subject areas will equally exhibit interdisciplinary relationship among subject specialisations.

It is also the firm belief of the author of this work that no matter what system is used for organizing the UN

documents on the shelves, the construction of functional subject bibliographical and indexing services is very crucial in the retrieval of these documents.

Other writers are on the other hand in support of the use of computers in bibliographic control of the international documents. The advocates of the system in the control of documents include Vladimirov (1966); Shinebourne (1974) and Marulli-Koenig and Koenig (1983). They acknowledged that the use of computers will ease the work of librarians handling these international organizations documents and make the collection readily available for exploitation by users. Shinebourne (1974) particularly suggested the mechanized system of information organization and services through the use of computers for example MARC format for handling bibliographic records.

Although one will not dispel the fact that computer is one of the most efficient systems not only in handling the various aspects of human endeavour, but also the information world. However, it is not out of context to point out here that, in developing countries and particularly Nigeria, the system is still at its infancy stage. They are not only difficult to procure, but no enough manpower for handling the systems. Moreover, other harzards such as infrequent supply of electricity, improper maintenance and service will greatly hamper its effective function. Not only that, for this system to be fully used, there has to be a well designed programme of instruction to users on how to operate such gadgets in serving their needs.

Most users in this part of the world are more conversant with the traditional manual systems of information retrieval. The use of the traditional system should be maintained for now and then a gradual transition to the computer system could be planned in the future when the system becomes fully introduced to us with time.

Many systems of bibliographical services which are aimed at making the task of both librarians and users in handling documents were highlighted here. It is important to note here that, the reliance on the printed indexes for retrieval of information in international documents as advocated by Moore and Chamberlin (1952); Brimmer et al (1962); Winton (1965); Vladimirov (1966) etc; may sometimes not be effective enough especially for a collection that is dependent on what it receives from the issuing body like the depositories. The librarians concerned should complement the printed indexes by offering other In-house services for example subject indexes, bibliographies etc. in order to promote the retrieval of these documents. Clapp (1952) also affirmed his belief on this issue when he stated that:

> In order to supply instant information regarding the work of the organization itself, the library must control the work of indexing the organization's documents.

2.6 Summary of the Literature Survey

It is apparent from the foregoing review that the organization of United Nations documents is an

important factor in the effective utilization of the international documents.

In achieving that, majority of scholars agreed that for effective control of these documents, it is essential that UN materials be treated as a separate collection. Hence the practices of many libraries in both developed and developing countries reveal the same trend in this area. Some even went further to suggest restriction of users to these materials in a closed stacks type of collection which they believed will help in minimising the mishandling and loss of these documents.

In the literature survey, several issues on the organization of UN documents in depository libraries in particular remained untouched and some weaknesses were identified. For example although the separation of these materials is a good measure in controlling them, the placement of the entire collection in a closed stacks will prevent their effective use. The specialised agencies materials for instance would be better placed in open stacks so as to allow their partial consultation by user, since most of them are in monographs.

The emphasis placed on the use of UN tools and guides in the literature has a peculiar disadvantage to developing countries in particular. It will be relevant for these libraries to complement the tools and guides with their own prepared indexes and abstracts of these materials based on major subject areas to facilitate retrieval. It is equally important if the libraries can endeavour to

catalogue materials where practicable since even the tools and guides provided by the UN and specialised agencies are found not to cover everything they published. And the use of computer system as advocated by others in controlling these materials may not be successful due to several factors already mentioned in the review.

The bibliographical services mentioned above which are relevant in complementing the archival nature of document arrangement, need to be well articulared. The best system the majority scholars agree with in the area of organizing these documents is the use of archival system or special classification scheme based on the principle of provenance. It is in view of this special scheme and closed nature of most of these collections that the need for In-house bibliographical services is desirable. This will be particularly helpful in retrieving the materials.

And in recent years, there has been a lot of demand in the area of staff training. This is due to the type of materials involved and the need to have people who can specially handle them. And for any organization or system to effectively function, there is a need to employ the services of qualified and competent staff. This can only be achieved through organized training.

On the whole, it is clear from the literature survey that no specific study has been carried out in the area of organizing UN documents in Nigerian depository libraries. This study is therefore specifically designed to look into the systems used in organizing these

materials in two university depositories of these materials. They are to be examined on comparative basis in the light of the practices examined in other parts of the world in the literature and to offer suggestions accordingly on how to improve their organization and service.

Chapter Three

3. Methodology

A study of this type which is geared towards understanding of the organization of United Nations documents in two selected university libraries in the country, need an appropriate methodology to investigate into the problems associated with the handling of UN materials.

3.1 Data Collection

For the purpose of this study, a combination of research methodologies is used. Survey methods which is a widely-used research methodology for various purposes such as confirming assumptions, hypothesis and assessing a situation with a view to correcting the inadequacies or removing certain inefficiencies is employed.

Since this study is not concerned with user studies, it is found not relevant to use questionnaires in the collection of data. Moreover, the use of interview in this type of comparative study which is concerned with organization of UN materials, will provide more relevant information that the questionnaire may not be adequate to supply. This is because the questions structured in questionnaire is limited to only the items asked. However, in interview, other facts will also emerge in its course eventhough they might not have been included in the interview questions scheduled and which might have escaped the scope of questionnaire.

Also in the case of observation method, although it is criticized on the ground that it may not reflect the situation, however for this study, it will at least give an insight into the nature of the situation.

In order to overcome the limitations that may arise in the use of one research methodology, the researcher used the survey method which is expanded to include interviews,documentary and observation methods in the data collection:

Interview:

Interviews were conducted in the two libraries studied to find out the methods used in the entire organization of UN documents. The researcher is satisfied with the conduct of the interview as information generally supplied proved very useful to the study.

Documentary:

In this method, the available documents relevant to the organization of UN documents in general and the libraries in particular were examined. These include primary sources such as internal publications and relevant files of the libraries.

Observation:

Personal examination of cataloguing and classification systems used in the two libraries studied was carried out. In addition to this, the shelf - arrangement of these materials was examined to see the effective application

and retrievability of the materials based on the systems used. The purpose of the visits is to further confirm the information that was supplied through interview and documentary methods and to examine these systems personally.

The data collected for this study using the above methods focused on the following areas:

1. Integration Vs Separation of UN documents in the two libraries.
2. Open Vs closed stacks nature of the collections.
3. Organization of UN documents (cataloguing and classification).
4. Bibliographic and physical accessibility of UN materials.

The libraries covered by this exercise include the Kashim Ibrahim Library (KIL), of Ahmadu Bello University (ABU), Zaria and the Kenneth Dike Library (KDL), of the University of Ibadan (UI). The reasons for choosing these two libraries are:

1. They are the only two libraries that possess the oldest and large collection of UN materials.
2. They also serve as legal depositories of these UN materials and are located in university communities. For instance the KDL started receiving UN materials as far back as 1953 and still maintains this status. KIL also started receiving UN materials in 1973.

3. They both have substantial materials of the UN and are considered the largest. The UI is particularly considered because of its unique position as the older university founded in 1940s and ABU which is established much later has the second largest collection in the country's university library system.

4. These two libraries guarantee a fair geographical representation of the university libraries dealing with UN materials in the country.

5. Furthermore, the libraries are about the best established and largest in the country which tend to influence the practices of other libraries near and around them. For example the UI which has an old collection of UN materials and long experience in organizing deserve a detail study. Equally also the ABU which has UN materials and is serving largest population, need such attention. So their consideration may indirectly imply the study of other similar libraries as well.

6. Finally in a country like Nigeria which is vast with many libraries, a study of all the libraries may amount to a lot of expenses in terms of resources and time. It is therefore more reasonable to limit the scope to the few relevant collections in the country in view of the staggering cost and time which do not warrant such a wide coverage. Moreover, they are the only few of such considerable collections.

Both the libraries mentioned above are covered by interview, documentary and observation methodologies already mentioned. Personal visits to see the arrangement of their collections in addition to the interviews to elucidate the methods in the arrangement of these materials in the two libraries is done. The interview questions and other necessary correspondencies used for this study are attached at the end of this project as appendices.

3.2 Data Analysis

The method of data presentation is the use of a comparative study method. It showed all the methods used in the organization of UN materials in these two libraries. Also the data for the study is displayed in accordance with the strengths and weaknesses of the methods employed in the arrangement of these UN materials. This is based on a descriptive analysis of the data obtained in the following areas:

1. Integration VS Separation of UN documents in the two libraries.
2. Open VS Closed stacks nature of the collections.
3. Organization of UN documents (cataloguing and classification).
4. Bibliographic and physical accessibility of UN materials (i.e. bibliographic services).

In the data analysis, an item above, for example cataloguing is considered in the light of the practices of the libraries under study considering the merits and demerits of each system. Example of elements examined in cataloguing in the two libraries include the following:

- Are UN materials catalogued?
- Are they catalogued separately or along with other materials of the library?
- If catalogued, what cataloguing codes do they use?
- What is the nature of the descriptive catalogue based on the codes used?
- Do the libraries use the UN symbol system and the tools and guides such as UNDI in supplementing the organization of the materials?
- Are there cases of uncatalogued documents?
- What is responsible for the non-cataloguing of these materials? etc.

Chapter Four

DATE ANALYSIS AND INTAPRETATION

Introduction

In this chapter, the cataloguing, classification and other methods of arranging the United Nations publications in the libraries under comparison are considered.

International organizations publications as carriers of information on various aspects of human endeavour are however unique in their format which present special problems in their organization.

The approach to the materials in areas of classification and cataloguing has often become a major concern to many libraries dealing with such materials. Because of their peculiar nature, they tend to defy many of the conventional schemes and codes used in most of our libraries. This is what Dale (1969) observed when she states that the classification of government publications always poses problems to the documents librarian. She further stated that a solution is however found when the libraries adopted the archival system of arrangement for the documents.

It is for the same reason that most libraries nowadays decide to use a locally designed scheme or in some cases a combination of both traditional method and the archival system.

Also in the area of cataloguing, it has been observed that the traditional codes used for the general types of materials are not suitable for such publications since they do not provide satisfactory number of entries for these publications. This is perhaps the reason why Brimmer et al (1962) and Stevens and Stevens (1973) felt that there is no better substitute to the tools and guides produced by the UN itself in the retrieval of these mass of information.

Although the tools and guides of the UN are found to be of immense use in organizing these materials, the general trend in the libraries studied is either the use of a conventional method or locally designed scheme or a combination of both methods. In some cases too, they employ the use of UN symbol system in the shelf arrangement of the materials.

Other studies like Coblans (1950), United Nations (1966) and Marulli-Koenig and Koenig (1983) reveal that some libraries such as Columbia, Malaysia, Morocco and also the Geneva and ECA libraries in particular prepare and maintain Author/Title as well as subject catalogues of these materials. The studies therefore recommended that for developing countries, the use of a combined method is even better in the organization and retrieval of UN documents.

Whatever method is to be used by the libraries in organizing such materials, it should make it a duty to consistently follow it. Whether materials are to be

integrated or separated, catalogued separately or with other library materials is not what really matters but ready accessibility. Consistency should therefore be strictly observed in the cataloguing and classification of these UN materials for efficient retrieval.

The two libraries under study are compared in the following areas:

4.1 Integration Vs Separation

Both the libraries studied have evolved their systems of organizing UN documents for the convenience of users and staff.

In Kashim Ibrahim library of Ahmadu Bello University, Zaria, the United Nations documents is separated. They are housed in a section called "Documents Unit" which houses UN collection and other national, Nigerian government and miscellaneous publications.

The UN reference materials are however deposited in the reference unit of the library. These include publications such as UN yearbooks, Almanacs, Calenders etc.

In the Kenneth Dike library of the University of Ibadan, the section responsible for handling documents is called "Government Documents and Legal Deposit section" which is also a sectionunder "Collection Development Division".

This section is made up of two sub-sections:

a. Government documents

b. Legal deposit

The document section is responsible for acquisition, processing and shelving of all government documents in the library as well as the international organizations documents e.g. UN and its agencies. All these documents are housed in 85y collection.

The documents collection is divided into three sections:

1. National government documents
2. International Organizations documents
3. Staff publications and conference papers.

Although these materials are processed and shelved separately in the University of Ibadan library, they are found to be scattered in some different sections of the library.

The present arrangement that has them all over the library - Nuclear science room, Research area and Africana is not good enough. Problem is created by scattering materials to different rooms or sections. For example the placing of half of the FAO and WHO collection in the Africana and the other half in Research area is confusing. The basis for this practice is not clear. The only convincing reason given for such action is the problem of space faced by the library in general according to the documents librarian.

For ephemeral materials, some are sent to the serials section while some are compiled in the documents unit. Also copies are sent to the reference unit which handles their display in vertical files.

In the case of KIL eventhough the UN materials are housed separately, the processing is done in the main cataloguing unit of the library. See table 4.1 for details.

Since these materials are kept separately, it will also be proper to process them separately as both libraries agreed that they are special collections by virtue of their format and usefulness to special category of users for instance post-graduate students and staff. The separate handling of these materials in processing and preservation will enhance specialization and expedite the processing.

The main reason advanced by Ahmadu Bello University Library for separating these documents is that they consist mainly of research materials which are meant for both staff and post-graduate researchers. This is also the view of University of Ibadan library which feels that as special collections, there is better control and efficient processing if they are separated from the other collections and handled by specialist in the area of governent documents.

The two libraries also gave the physical nature and format of these publications as another reason that warrants such separation from the other collection of the library. Since materials are intended for closed access by their format and specialty, it will be meaningless to place

them in the open shelves. This is because placing them in the open access will lead to their being mishandled by users. The value of these materials to research calls for their careful preservation for future uses by many generations.

4.2 Open Vs Closed Access

The main reason why libraries consider closed access is due to the physical nature and value of the materials to research. As Wynar (1976) observed eventhough the system hinders browsing, it is still considered as a necessary measure to lessen the materials mishandled, misplaced or stolen.

In this type of system, since the materials are not open to circulation, the services of the library staff will highly be needed in addition to effective retrieval systems such as good catalogue and classification.

The Ahmadu Bello University library and the University of Ibadan have their UN collections in closed access with some slight differences in practice. Refer to table 4.1 for details.

In the Ahmadu Bello University library, all government documents including documents of international organizations are placed in closed access and open to use for only staff and post-graduate students and/or researchers. Undergraduates are allowed access on producing letters of permission to use the collection from their Heads of Departments.

Although the Ahmadu Bello University library claimed to be keeping its UN documents in closed access, they are still seen in open section of the unit where users are sometimes seen looking for these materials themselves.

The reason given for closed access by the Documents librarian in ABU is that they are safe when in such restriction. This will avoid unnecessary losses of limited copies, mutilation as well as stealing of such documents.

In the University of Ibadan Library, the UN collection along with other documents are in partially closed access. Space problem is said to be the main reason for this action.

The nature of some of these materials like their number, flimsiness and to offer better control, has necessitated their being placed in closed access. These include series, mimeographed, sales categories etc. which are only accessible through staff. However, those in book form that present less problem and frequently used are placed in open access for users.

So far as these libraries keep these materials in closed access, there is need for current bibliographical services such as lists or a good catalogue to enable users utilize these documents. It is also crucial for these libraries to ensure consistent organization of these materials so as not to encounter problems in retrieval. Unfortunately in the University of Ibadan library, observation reveals that even the staff expected to retrieve materials for users find it difficult to discover these items on time. This is due to the problems

caused by the local scheme in assigning same location symbols to many documents and also the inadequate shelving by staff. The staff need to be carefully trained in this area of cataloguing and classification as well as the essence of proper shelving.

In the Ahmadu Bello University library however although the Library of Congress Classification is used, the arrangement is still systematic for the monographs and easy to retrieve. However, the lack of a subject catalogue or index has a negative effect on the retrieval of these materials. This consequently affects use.

4.3 Organization of UN documents

4.3.1 The UN symbol series system

To begin with, one ought to understand the basic difference between the United Nations publications and United Nations documents. The works such as the United Nations Yearbook and Everyman's United Nations are UN publications and are freely available for sales and can be obtained from the designated distributors in different countries of the world. On the contrary, the UN documents are not meant to be of public interest and are merely circulated internally. These include preliminary reports, working papers, verbation records of meetings and administrative papers. However a 'document' may be considered for issuance as a United Nations Publication

if it is of public interest, reaches a standard of intellectual endeavour that reflects the credit on the UN and does not substantially duplicate material that has already been published (Ahmad 1986).

The scheme developed by UN for organizing its documents is therefore based on these issuing agencies. This scheme is in two categories - one for official documents based on the issuing agencies and the other for sales publications based on subject area basis as explained earlier in the introduction to this section. The second category is not intended for arrangement of documents at all but to assist librarians in placing orders in certain subject areas. These sales numbers are therefore not safisfactory for use in shelving the documents as not all publications received from UN carry them.

United Nations documents also have other important features that distinguish them from other publications. According to Ahmad (1986), various colours are used in identifying documents of the main organs both in sheets and covers, for example:

1. General Assembly documents appears on white paper,
2. Security Council documents appear on yellow paper,
3. Economic and social council documents appear on blue paper,
4. Trusteeship council documents appear on green paper and

5. Atomic Energy Commission documents appear on salmon paper.

Apart from the colours used to identify the documents of these UN main organs, for symbolisation of documentation Brimmer et al (1962) and Ahmad (1986) explained that a system has been devised where mixed notation is used i.e. letter of the alphabet and numbers which resembles to the Library of Congress Classification system. The following are examples of symbols used to identify each principal organ of UN:

Symbol	Name of the body
A	General Assembly
AEC	Atomic Energy Commission
E	Economic and Social Council
S	Security Council
T	Trusteeship Council

Accordingly UN document A/100 is the One-hundredth document in the basic series of the General Assembly. Likewise T/83 will be the Eighty-third document of Trusteeship council. In this scheme , the documents of any permanent or standing committee of a main organ are identified by a symbol composed of the primary symbol of the main organ and the component for committee numbered to correspond with the particular committee. The second element in the symbols identifying committees or commissions of these main organs are as follows:

1. Committees and Sub-committees		The letters
- Standing Commiittees	-	C
- Ad Hoc Committees	-	AC
- Sub-committees appointed by Committees		SC
2. Commissions and Sub-commissions		
- Commissions	-	CN
- Sub-commissions	-	SUB
3. Conferences and their preparatory bodies		
- Conferences	-	Conf.
- Preparatory Conferences	-	PC

Thus the identification symbol A/C.5/205 connotes the two hundred and fifth document of the fifth committee (Administrative and Budgetary) of the General Assembly and E/CN.4/71 connotes the seventy-first document of the Economic and Social Council Commission on Human Rights. Similarly commission documents such as the population commission are assigned E/CN.9/ symbol and the Economic and Employment commission E/CN.1/ Symbols. Similarly also Subcommissions documents are allocated SUB/1, SUB 2/, SUB/3 symbols along with designated symbols of the respective commissions and bodies. In addition INF symbol is used for documents produced solely for informational purposes. Any such document issued by Security Council would be assigned notation S/INF/15 indicating fith document in the information series of Security Council. All documents in the "restricted" class are assigned the letter "W". So the notation A/AC.7/W8 can be described

as eight working paperof the headquarters Advisory Committee of the General Assembly.

Supplementary materials such as maps, charts, tables or any other information comprising an appendix is symbolised as Add.1 which is added to the actual mixed notation of the document. For example E/42/Add.4 would be the fourth addendum to document forty second in the general series of the Economic and social council. Another example is PC/EX/SC/39/Rev 1/Add.1 representing the first addendum to the first revision of the thirty ninth document related to the committee in the Security Council appointed by the Executive Committee of the preparatory Commission.

The foregoing examples of the UN symbol system of arrangement also goes for some of its specialised agencies. For example FAO, IBRD, IMF, IFC, ILO, ITU, UNESCO and WHO have assumed individual responsibility for listing and indexing of their documents copies of which are forwarded for inclusion in the UNDI.

Of the above specialised agencies ILO produced a system of classification with which it arranges its materials in the Genera library. The main classes of the classification scheme are as follows:

Class	Group
000	Governing Body
100	International Labour Conference
200	Regional and Technical Conferences
300	Committees and Commissions
400	Annuals
500	Miscellaneous Publications
600	Publications Issued in collaboration with other institutions
700	Publications concerning the ILO
800	Documents of the Technical Division of the office
900	Publicationsof the based office

Other agencies such as GATT, FAO, WHO issue their documents bearing symbols patterned along the UN style. Examples of abbreviations and the numbers of documents in the series of their publications are GATT/1,GATT/2 etc. issued in both printed and photo-offset forms.

The symbols devised and used by the UN is simply a reflection of the archival system of document organization based on the principle of provenance i.e. the issuing bodies of the UN and their subsidiary committees, commissions etc. Consecutive numbers are used to indicate the series issued in publication's of an agency.

4.3.2 Publications for sale and their Numbering System

In this category, the official documents of the General Assembly, the Security Council, the Economic and

Social Council, the Trusteeship Council and the Atomic and Energy Commission are sold through distribution agency centres to libraries.

The numbering system of the United Nations secretariat publications available for sale differs from that of the classification system used for other documentation preserved by the UN headquarters library. But as it is said earlier in this section, the sales numbers are not intended for shelving eventhough they exhibit categories of subject areas treated. The sale number indicate:

1. Year of publication
2. Roman numeral show subject field and
3. An Arabic number expressing the order in which titles in a particular subject are issued during a year.

The following examples which illustrate clearly the numbering system for sales publications range from pamphlets, leaflets, single sleets, a few pages reports to multivolume work. The following are descriptions of the sale numbering system:

1952.I.32 Teaching about the UN and the specialised agencies.

1954.I.15 Yearbook of United Nations, 1953.

1957.XIV.3 Study of Discrimination in Education.

Few examples of sales numbers designations by subject areas can be seen below:

United Nation

I General.

IIA Economic stability and Employment Studies.

IIB Economic Development Studies.

IIC Economic reports (see appeneix B for details).

Thus the above sales categories also imply the main subjects treated as the two examples above illustrate. The basic purpose of these sales numbers are to assist in placing orders by libraries wishing to have them in their collection. For depositories however, they are not in this category and therefore it does not much concern them. One important thing to note about these sale numbers is not all UN documents carry them and therefore not satisfactory in using them as shelf-locating devices eventhough they exihibit subject areas.

The complex and inconsistent nature of the UN system of arrangement could be the reason why many of these libraries decide to device systems different from that of UN for their use.

4.3.3 Classification of UN documents in the two libraries studied

The two libraries examined however, follow different systems of classifying the UN documents. While Kashim Ibrahim Library employs the Library of Congress Classification (LCC) which is also the general scheme it uses for other collections of the library, the Kenneth

Dike library devised a local scheme with which it classifies its UN collection. See details of the practices of the two libraries in table 4.1. This scheme according to Ikem (1989) who designed it is based on the yearbook of international organizations.

Both systems used by the two libraries differ from the UN system. While notational system of the UN can be partially compared to the LCC as both employ use of letters and numbers, their basis are entirely different. While the UN system is purely based on organizational structure of the UN and specialised agencies, the LCC is based on subjects. The University of Ibadan scheme which is also based on the archival system share common features in certain areas with the UN scheme and totally differ in certain areas.

The University of Ibadan scheme which particularly abondons the traditional principle of arranging materials on shelves according to subjects, had since 1977 adopted the archival system of arrangement based on organizations. In the introduction to the scheme by Ikem (1977), the reason for abandoning the traditional scheme is that government materials are usually so numerous, ephemeral in their nature and so heteregeneous in subject contents that it is too expensive and often unsatisfactory to even attempt classifying them by subject.

The nature of the University of Ibadan scheme is that it brings together all the government and inter-

governmental materials into one separate collection with a basic location symbol - 85. It then sub-arranges them with reference to five basic elements:

i. Geo-politics division;
ii. Issuing agencies;
iii. Forms of the publications;
iv. Individual publications marks and
v. Year of publication.

The notations for these five elements are shown in schedules 2-5 of the scheme (See appendix D for details).

The basis of schedule 3(b) which concerns the United Nations publication is the abbreviations of the UN and its agencies according to Yearbook of international organizations. Here there is similarity in the symbols used between United Nations organization and the University of Ibadan scheme for example abbreviations representing the main organs of UN and specialised agencies. In addition, in the University of Ibadan library scheme the cutter alphabetic-order table is used as directed in the schedules. This is not applicable in the UN system.

Indexes have also been provided to schedules 2, 3(b) and 4 which relate to the University of Ibadan schemes. This is to enable easy classification of the materials. The University of Ibadan scheme according to Ikem (1977) is the result of many years of experimentation with the variant forms of modified Bliss Classification for arranging official documents.

Although this scheme has some features common with other schemes, some of its basic concepts are peculiar to University of Ibadan library. This is perhaps the reason why Ikem (1977) felt that the scheme will continue to be tested and modified in the light of experience, but its basis is not likely to change. It is true that the scheme is peculiar to University of Ibadan but shares common features with UN system. The two schemes share common characteristics in the symbols used for UN main organs and specialised agencies for example:

	Name of UN organ	Symbols used in:-	
		UN Scheme	Ibadan Scheme
A	United Nations	UN	UN
	General Assembly	A	UN/A
	Economic and Social Council	E	UN/E
	Security Council	S	UN/S etc.
B	Specialised Agencies		
	Food and Agricultural Organization	FAO	FAO
	World Health Organization	WHO	WHO
	General Agreement of Tariffs and Trade	GATT	GATT

However certain features like the locating symbol - 85, form of publication, cutter alphabetic number, year of publication etc. in the University of Ibadan library scheme are completely different from the UN system.

In contrast to the University of Ibadan library, the Ahmadu Bello University library use a pure subject classification which has posed a lot of limitations. For instance all the materials such as Committee reports, Draft resolution, Official records, summary records of meetings and other documents of both UN itself and its specialised agencies which are mostly series, mimeographed and sales categories in pamphlets forms are left unprocessed. They are only tied together according to issuing organs e.g.: United Nations; Secretary General; FAO; Unesco; IAEA etc. and put in pamphlet boxes. Others are yet to be processed and bound. The basic problem responsible for this is lack of adequate and experience staff in government documents.

The lack of adopting archival system of arrangement for the non-monographs is perhaps the more reason why KIL experience problem in handling this category of UN publications. It will therefore be easy for the work of KIL if they study the UN system carefully and apply it in the arrangement of this category of materials. This is because the ABU system is completely different from the UN in the sense that it is a subject based.

However, the University of Ibadan Library's scheme reflects the principle ofprovenancein the archival system of arrangement which organizes materials according to the issuing agencies as opposed to the ABU practice which is according to subjects. The University of Ibadan scheme is also similar to UN system in some ways as stated

earlier. However, this system too has its limitation as can be discussed later in this section.

The basic features of the University of Ibadan library scheme for documents that relate to UN publications are as follows (see appendix D for details):

i. Schedule 1

ii. Schedule 3(b)

iii. Schedule 4 (with its index)

Schedule I consist mainly location symbols for these government documents. These location symbols are:

85 - National Governments

85y- International Organizations (Inter-governmentals only)

855 -Audio-Visual materials and non-prints

856 -Serials (specific subjects)

85x -Miscellaneous works, non-governments, documentary materials etc.

The above schedule simply lists the various location symbols usedfor various types of government documents. 85y represents the location symbol for international organizations documents of which United Nations is one.

The Schedule 3(b) is directly concerning the issuing bodies of these international organizations. For the United Nations materials, the abbreviations used are in two categories:

i. Main organs of United Nations

Examples;

UN United Nations

UN/A	General Assembly
UN/E	Economic and Social Council etc.

Here the symbol used by University of Ibadan scheme is same with UN except that the UN system does not include UN before the abbreviations representing the main organs as the above example shows.

ii UN specialised Agencies

Examples;

FAO Food and Agricultural Organization.

GATT General Agreement on Tariffs and Trade

ILO International Labour Organization (see appendix D for details).

In this case however, both the University of Ibadan and UN system use same abbreviations for the specialised agencies. It is important to note however that, most of these specialised agencies have their documentation system for example the ILO. See the example on ILO. Some however follow the UN's main organs style of numbering documents e.g. GATT/1.

The third and final part of this scheme which also relates to organizing UN documents in the University of Ibadan Library is schedule 4 (supplemented with an alphabetical list of terms used). The schedule 4 is called FORM DIVISIONS or PHYSICAL FORMAT of these government documents. The form divisions are represented by arabic notations which are used in building a class mark for each

publication received. The following are some examples of the form divisions:

.1 - Generalia

.11 - Constitutions

.12 - Gazettes

.19 - Miscellaneous

.46 - Report of Expert groups meetings

.52 - Bulletins

.54 - Books

.54 - Monographs

.62 - Budgets (see appendix D for details of the scheme).

The above completely differs from the UN system. This is because UN disregards form of publications except the sales number category which exhibit the general subject treatment of the materials (see appendix B).

In the University of Ibadan system, materials are searched under the relevant issuing body and particular format of publication as the above example explain. This makes retrieval easy whereas in the case of UN system searching is done under the organ responsible for issuing. In the UN system however, the retrievihg of materials is only possible with the aid of the checklists and other relevant tools specially provided to serve as catalogues of these collections. So in this system, the retrieval depends much on the use of UN indexes which sometimes may not list all the publications of UN or specialised agencies.

With the three mentioned sections (schedule 1, schedule 3(b), Schedule 4) in the University of Ibadan's special scheme, the UN materials are classified and shelved. Steps in classifying UN materials using the special scheme are as follows:

i, 85y- International Organization
ii, Unesco - Name of international organization
iii, .54 - Format of publication (book)
iv, 43 - Cutter number
v, 1988 - Year of Publication

In some cases, the local scheme class mark is supplemented with the UN symbol which is also used in shelf -arrangement. Still using the example above, a book titled "Teaching about the orient" is given the following class mark using the scheme and UN symbol system (or series no.) as appended below in the library:

i. 85y)
Unesco) Special scheme notation
.54)

ED/D-16/A) Unesco series number

Another publication by United Nations Conference on Trade and Development titled "Current problems of economic integration; the effect of reverse preferences on trade among developing countries", is given the following class mark in the University of Ibadan library:

ii, 85y) - International organizations
UN) - Name of international organization
.54) - Form number

TD/B/435) - UN Series number

Certain observations are noted in the practice of University of Ibadan Library in using this scheme. For example the cutter alphabetic number is not consistently used and also years of publication are not included in certain cases as the two examples above illustrate. The implication of this practice is that, these materials are not easily retrieved as the application of the scheme is inconsistent. Some of these documents and catalogue cards contain the information mentioned and others do not. This creates problem for materials of same series and year. A good classification should provide consistent numbers that will aid in the identification of a particular publication or set of publications with relative ease as in the case of UN documents.

The case of University of Ibadan scheme which tends to assign virtually the same location symbol and numbers for form of publications, the problem of retrieval is further compounded by omission or non-inclusion of the cutter number and years of publication. This has affected retrieval as few cases tried show.

In the ABU system of organizing these UN documents which as said earlier is based on subject classification scheme has its advantages and disadvantages. The Library of Congress Classification which the library uses is adequate to the book forms of these publication

with less diversified subject areas.

As a subject based classification scheme, the Library of Congress Classification scheme notation is of mixed variety and usually employs two letters followed by a maximum of four figures. Sometimes only a single capital letter is employed. Thus main classes which are 21 in number are marked with single letters such as:

A General Works

B Philosophy

C History and so on, and

Principal divisions are denoted by an added letter such as:

BC Logic

BD Metaphisics

BF Psychology

BH Aesthetics

BJ Ethics etc.

and this is limited to the use of letters in the marking of classes and subdivisions. The combination of two letters in the scheme makes for an excellent and directive symbol for all the great sections of knowledge. Further subdivision is secured by the use of arabic numerals read arithmetically, beginning at 1 in each of the main divisions. An example will serve to illustrate this point:

TC Hydraulic engineering

TC 353 Sea locks

TC 355 Docks

TC 357 Piers, etc.

Thus with the above few illustrations, the LLC proves to be a subject based classification system covering diversed fields of knowledge. It is therefore adequate to classify the UN materials in monographs with less diversified subject basis. However, as a subject based scheme, many problems arise when attempts are made to classify other UN and specialised agencies documents such as committee reports, draft resolutions, summary records of meetings which are mostly in pamphlets, series etc. as the provision therein are inadequate to this category of materials.

In the Library of Congress Classification, the only similarity it has with UN system is the notational system. As Ahmad (1986) indicated,UN use mixed notation of letters of alphabet and numbers which resembles the LCC scheme. This is simply a surface resemblance in notational system. However, the basis of the two classification system entirely differ. For example while the UN system is based on organizational structure of the organization i.e. issuing bodies, the LCC is purely a subject based as briefly explained earlier. The LCC therefore deals with less diversified subject based documents. The problem however arises in the area of classifying other forms of UN publications such as draft resolutions, committee reports, summary records of meetings etc.

The two systems used by Kenneth Dike library and Kashim Ibrahim Library respectively are also not the same and therefore no basis for comparison. While KDL uses the archival system based on issuing agencies like the UN system, the KIL use a subject classification to arrange these materials according to subjects.
The differences of the two schemes used by these universities respectively can be seen below:

i. Ahmadu Bello University library

In ABU Library, an FAO publication on "Agricultural training in China" is assigned the following LCC number:

S 535.C5

The breakdown of the above LCC classmark for the document is as follows:

S = Main class (Agriculture)
535 = Subdivision
C5 = Cutter number

ii, University of Ibadan library

In the case of University of Ibadan library an FAO publication on "Agricultural Stabilization and structural adjustment policies in developing countries" is assigned the following special scheme class mark:

85y
FAO
.56
E5

Breakdown of the above local scheme classmark for this document too is as follows:

85y - Location symbol (Int. Org.)

FAO - Issuing agency name

.56 - Form division number

E5 - Cutter number

Each of the systems used by these universities has a combination of both letters and numbers as is the practice of the UN system. However, while LCC uses the letters for main classes and its subdivision, the University of Ibadan uses abbreviations for the UN organs and specialised agencies. And in the case of numbers while the LCC uses numbers for further sub-division of a class, the University of Ibadan scheme uses numbers and a letter (in some cases) as location symbols (a maximum of two figures and a letter), and the form division notations for the materials (a maximum of three arabic numerals preceeded by a decimal point).

Both the systems used by these libraries differ in one area or the other. They also have their merits and demerits in the light of the UN system. The UN system is not also short of weaknesses as far as it is concerned For example when LCC is compared with the UN system, it will be discovered that while it uses letters for main classes, the UN uses them for its main organs. And while LCC uses numbers for further subdivision within a class, UN uses numbers for series in publications of an organ's document. However in using the Library of Congress Classification, a document can be easily traced to the shelves without much problem as it is based

on subject. But with the UN system retrieval of documents is facilitated only by aid of the UNDI and other check-lists of the organization. However for the other forms of documents such as preliminary reports, working papers, administrative papers etc., the LCC is inadequate in their effective arrangement and therefore this category of materials in KIL are left unorganized.

And on the other hand, when the University of Ibadan system is compared to the UN scheme, there are striking similarities in certain areas and differences in others. For example the abbreviations used by both United Nations and University of Ibadan scheme for both UN main organs and specialised agencies are virtually the same. However in the subsequent notational additions the two systems differ. For example while University of Ibadan uses numbers for location symbols, form of publication, cutter alphabetic number and years of publication etc., in the UN system numbers are used to indicate type of commission or committee of the main organs or specialised agencies. Also numbers are used to indicate number of document in series or number of agency's session as per meeting.

In the University of Ibadan system it has been found that the assignment of same classmarks to documents due to problem of the scheme has made it difficult to trace a particular publication. However the UN system is found to be practicable a lot if it is used with indexes prepared. This is because each document is assigned its

specific classmark according to the body issuing it. However it is extremely a complex system if not properly understood and used with the relevant UN tools and guides.

A common feature to both the University of Ibadan and Ahmadu Bello University schemes is the use of cutter number in addition to the classification numbers used. The UN does not use cutter number for its documents neither the year of publication except for the sale category numbers. However, another striking difference between the KIL and KDL system is the use of the UN symbol series number. The University of Ibadan adds the UN symbol series after the special scheme notation followed by the year of publication. This is also used in shelf-arrangement of materials.

This combination seem to make the University of Ibadan scheme notation long however, not very confusing if carefully studied. For example:

85y)
UNCTAD } Local Scheme Classmark
.33)

TD/D/.C2/167) UNCTAD doc. no.
(1978)

Above is classmark for United Nations Conference on Trade and Development secretariat's publication titled "Dominant position of market power trans-national corporations: use of the transfer pricing mechanism". The document also carries its number which is used in addition to the local scheme's notation as in the above

example. The notations used by LCC are on the other hand relatively shorter and straight.

Both schemes examined have their hospitality features. For instance the LCC makes provision for future expansion by leaving un-used letters such as I, O, W, X and Y in the main outline scheme. Also in the class TC Hydraulic Engineering, TC 354, TC 356 TC 358, TC 359, TC 360 are not used. Where there is little anticipation of further intercalation, one or two places are usually left for further use. And where developments may reasonably be expected the numbering is open and usually there are substantial gaps between sections.

The University of Ibadan scheme can also on the other hand accommodate new organizations and forms of publications that can emerge in future. For example an appropriate abbreviation can be used for a new agency and its subsidiary and the form division can be obtained since the scheme employs the use of decimal fractions. Also the use of year of publication assist in differentiating one publication from the other.

In the UN system too, there are similarities with the University of Ibadan scheme. This can be observed in the designated symbols used for UN main organs, committees, sub-committees, commissions, specialised agencies etc. The only difference here is that in the UN system consecutive numbers are used for the documents issued by these bodies. This has an advantage of serialising the arrangement, but consequently, the notations result in

being very lengthy with the number of documents issued by each agency for a period of time.

Despite the effort by those libraries in organizing their UN collection one can still point out some problems with the systems used. As has been said earlier, the LCC limits itself to only the monographes with clear subject and form division, however a lot of problems occur when attempt is made to arrange the primary sources such as series, mimeographes or sales categories containing vital information about the activities of these UN and specialised agencies. Most of these materials are found to be in pamphlets. This is the disadvantage of using strictly the subject classification scheme.

The University of Ibadan that uses the archival methods also has its problems. For example it has been discovered that so many books bear the same location symbol which makes the retrieval of a publication very difficult. This practice left many books and pamphlets of the UN bearing virtually the same location symbols. What accounts for this is the scheme used for shelving the materials. Examples of the scheme's shortcomings include:

1. Inconsistency in assigning of form division which separates copies of the same books and invariably of the same series.
2. Non-distinctive call numbers
3. The use of document number

As in the case of the three above, problems can be reduced if they strictly keep to the agencies documents numbers for those consistently carrying them as in the case of STI/PUB or STI/DOC numbers in IAEA publications in addition to the special scheme numbers. This practice is partially done but not consistent. This results in retrieving problem.

The inadequate arrangement of materials on shelves in the University of Ibadan is also due to the complex nature of the systems used. The para-professionals will need a special training in classifying and shelving these materials using the scheme.

In the area of backlog of unprocessed UN documents, the University of Ibadan also has its own share just as ABU Library. This problem it claimed is due to staff and space shortage. This is also said to be partly responsible for the inadequate and inconsistent arrangement of the materials on shelves using the special scheme.

The unprocessed materials in the University of Ibadan library are however sorted out according to various major issuing bodies and kept. This practice is also done at ABU Library for the unprocessed documents. The practice is however not in the interest of proper handling of this material and ease of retrieval by users. This is because the lack of systematic organization of this category of materials would leave many users ignorant of their existence. Not only users are deprived of this knowledge, but even the staff concerned with organizing

them cannot find immediate solution to this category of materials better than the system devised by UN.

The UN symbol system would have been at least the solution to organizational problems faced by UN depository libraries in developing countries especially in the area of arranging the serialised documents in pamphlet forms. However for anyone to effectively use such system, there is a need to understand the nature and functions of UN and its specialised agencies. This is very essential if the symbol system is to be understood and used. This is because for any person that is not knowledgeable in the UN system and its functions will find the classification scheme devised for the arrangement of these documents very complex to follow as the few surface examples given in this chapter illustrate. As Groesbeck (1962) once said:

> Anyone who has had occasion to consult the documentation of the United Nations and its related agencies in more than a cursory fashion must have wished for some kind of 'Vade Mecum' through the unfamiliar forest.

Moreover, in this exercise there are more untouched areas of the UN scheme which will require a separate detail study. Inspite of all the complex nature of UN organization and its documentation system, one can still not run away from the fact that the system is still the most practical to adopt by libraries with modification for organizing these collections as far as they are concerned. This is because the system used by UN is

coordinated with periodical index published regularly listing the publications of UN according to subject areas such as:

General

Economic stability and Employment

Studies

Economic reports

Trade

Financial and Commercial

Studies

Report of the Economic Commission for Asia

Publications on Narcotic Drugs

(See appendix B for details).

Currently the United Nations Documents Index is the most useful and popular index which list the UN materials and those of specialised agencies by subject areas.

4.3.4 Cataloguing

In any information centre or unit a catalogue is very vital as an effective retrieval tool . This gives the user an insight into what he needs or answers his inquiries in his areas of research by providing him with relevant information that would have been sought from a librarian. Moreover librarian as a human being has his limitations. He cannot keep in his memory all the information relating to materials in his library.

Therefore, the catalogue as a finding tool should be up to date and easy to use by all users without necessarily going to demand for assistance from the librarian or documentalist. The catalogue is not only to supply the users with the information they seek, but also assist them in selecting what they need.

The usefulness of a catalogue or any other similar finding tool should not be over-emphasised especially in a closed access type of collection as the case with most of the documentation units of most libraries.

Whether a library adopts the traditional library method or the archival method of arranging government or international documents, it should make it a point to construct an efficient and functional catalogue to assist users in their information seeking needs. The provision of Author/Title and most importantly subject catalogues or indexes etc. are significant in this regard.

However,when dealing with United Nations documents Brimmer et al (1962) and Ahmad (1986) have both argued that there is no better substitution to the tools and guides of the UN meant to serve the purpose of a catalogue. Their position is that as no library can keep pace with the processing of mass body of information from UN and its agencies, the best alternative to solving this problem is the use of the specially designed UN tools and guides meant to assist users in the retrieval of these materials such as UNDI.

Both the libraries examined however adopt the conventional cataloguing style in the area of government document as opposed to the strict use of the highly recommended UN symbol system and the indexes. The reason for their non-use of UN tools and guides may not be unconnected with the complex nature, inconsistent listing and moreover absence of most of these tools mentioned in the libraries concerned. For this basic reason, most libraries especially in developing countries prefer to index their UN collections locally (Marulli-Koenig and Koenig 1983).

The two libraries studied also use the Anglo-American Cataloguing Rules II (AACR II) in the preparation of entries for their catalogues. The Ahmadu Bello University library maintains both Author/Title as well as classified catalogues for UN documents only. It does not however keep a subject catalogue. The absence of a subject catalogue in any retrieval device of libraries will naturally put a barrier to users who may wish to search for materials under subject headings which is the easiest especially if Author/Title is not known. The entries for UN documents are however integrated in the main catalogue of the library as well.

In the case of University of Ibadan library, a separate catalogue of government documents is located in the Africana section of the library. The practice enhances efficiency in processing and offers more control over the publications of these organization as they are

treated in a separate unit. However, the maintenance of a separate cataloguing unit means more administrative responsibility and cost in the execution of this project.

The University of Ibadan library catalogue is a dictionary one with Author/Title and subject files. The shelf list is kept in an improvised cabinet in the Documents librarian office.

Unlike the ABU practice, the entries of government documents are not included in the main catalogue of the University of Ibadan library. In addition to that, the catalogue of the documents including state, Federal (as in the case of Nigeria), National governments and international organizations are all arranged alphabetically. There is no separate catalogue of international organizations documents as in KIL. The disadvantage of amalgamating the entries of documents of these various national and international organizations is that they will be dispersed in different locations in the catalogue. However if a separate catalogue is maintained, it will contain list of only documents emanating from them in one place.

The subject catalogue of University of Ibadan library reflect subjects treated in documents. Staff of the section handle all the processing of publications received in the unit in contrast to ABU which process these materials in the main cataloguing unit of its library. This brings about delay in processing the materials. The obvious implication of having two processing areas in a library

is that it will increase cost of processing. Integrating the information in the main catalogue will not however be possible if different codes are used. But if the rules used by the units are the same, there should be cooperation between the two units as to the type of entries to be prepared for these materials to arrest unnecessary inconsistencies in the application of the system.

One thing very common to the two libraries studied apart from the Author/Title catalogue, is the similar pattern of the description of the materials in their catalogues using the AACR II as a guide. The practice common to both libraries are :

1. Personal names are directly entered under the surname of the author/s, with added entries under surname/s of joint author/s.

A. For example:

i. <u>Ahmadu Bello University Library</u>

<u>Author entry</u>:

SEYMOUR, A J
Cultural policy in Guyana. - Paris: Unesco 1977.
68p; 8 plates
(Studies and documents on Cultural policies).
ISBN 92 - 3 - 101511 - 7

ii University of Ibadan Library

Author entry:

DAVIES, T. Ivor
Teaching about the orient.
Paris, Unesco, (1961).
31p.

1. Civilization, oriental I.Title

In the above examples on author entries of the two universities one can note a similar pattern of description using the AACR II. However the ABU Library is not consistent in giving information in tracing for instance subject headings, joint authors names, title etc. It does give in a number of entries examined e.g.:

DEARDROFF, Alan V
Methods of measurement of non-tariff barriers/by Alan V. Deardroff and Robert M. Stern. - New York: United Nations, 1985.
xii, 50p.:illus., tables.
(/UNITED NATIONS. Documents/UNCTAD/ST/MD/28).
Bibliography: p. 48-50.

I. Stern. II. UNCTAD

II. Title

B. Title entries are made directly under the headings of the titles of these documents in both the libraries above the actual heading established for the documents. Where titles are long, they are usually completed with few dots. See the following examples:

Title entries:

i, UNIDO model form of cost-reimbursable contract for the construction of a fertilizer plant including.....
UNITED NATION INDUSTRIAL DEVELOPMENT ORGANIZATION
Unido model form of cost-reimbursable contract for the construction of a fertilizer plant including guidelines and technical annexures. - Vienna, Unido, 1984.
ii, 209 diagrs.
(/UNITED NATIONS DOCUMENTS/ PC. 26/Rev.2).

ii. TRAINING for mass communication
UNESCO
Training for mass communication .- Paris: Unesco, 1975 /67
44p.: diagrs.
(Reports and papers on mass communication)
ISBN 92-3-101234-7.

2. United Nations documents are normally entered under the name of the UNITED NATIONS, followed by the name of the appropriate issuing agency e.g.

UNITED NATIONS. Conference on Trade and Development.

UNITED NATIONS. Security.

3. Where a specific UN Agency is more widely known by its acronym e.g. F.A.O.; W.H.O. etc. entry is made directly under the

popular name with a see reference from the acronym to the established name e.g.

F.A.O.
See FOOD AND AGRICULTURAL ORGANIZATION

W.H.O.
See WORLD HEALTH ORGANIZATION

See full example of an entry using one of the above headings:

FOOD AND AGRICULTURAL ORGANIZATION
Agricultural raw materials: competition with synthetic substitutes, commodities and trade division. - Rome: F.A.O., 1984.
iv, 62p.: diagrs.; tables
(FAO Economic and Social Development paper 84.)
Includes bibliographical footnotes.
ISBN 92-5-102138-4

4. With the UNESCO publications there is an exception. Documents are entered directly under UNESCO instead of its full name UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION. The exception of using the full

name here may be due to the length of the UNESCO name.

5. The CLASSIFIED SUBJECT CATALOGUES are arranged systematically according to the classification scheme used in both libraries examined.

Although the two libraries share the above listed features in common, they differ in certain aspects and have their specific deficiencies. For example, the Ahmadu Bello University Library which uses Library of Congress Classification in classifying its government documents does not provide any subject headings to these documents as noted in their catalogue. Infact no subject headings are even provided for these documents. In the University of Ibadan library however, there is subject catalogue of these documents based on the Library of Congress Subject Headings used for the entire library materials.

Although in KIL there exist a subject index to the entire library's collections which is located on the ground-floor near the public catalogue, the efficiency of retrieval of the government documents would have been much facilitated if such an index is also incorporated into the UN documents catalogue or placed near it rather than placing it in a different section of the library. The index is also cumbersome and may be difficult to use

for a beginner. Also in view of its separation from the UN documents catalogues users are not likely or may be reluctant to consult it as it is far from the documents section. Such index should equally be included in the documents catalogue or at least placed near it as it is the practice in serials and reference sections of KIL to enhance retrieval process. Also the restriction of entries to only Author/Title of these documents in KIL presents limitation for those who would be looking for these documents under subject headings.

On the other hand some shortcomings are also noted in the University of Ibadan library in the area of filing entries in the catalogue. The list is not strictly alphabetical per se and sometimes the information included in the catalogue is inadequate. A number of publications are found not to be catalogued. This is explained by the shortage of staff according to the UI Documents librarian. The same reason is also advanced for the non-cataloguing of the series and mimeographed materials in the ABU Library.

Another inconsistency observed in the practice of University of Ibadan library catalogue is the use of special scheme notations with agency numbers for documents carrying them and non-use for those not carrying such numbers on the card catalogue. Examples of these are given below:

i, 85y
UN _____ A card carrying both special
.54 scheme and UN document
TD/B/435 notation

ii, 85y
FAO
$.53_{F4}$ _____ A card carrying only special scheme notation

The use of UN symbols also facilitates shelving of these documents in the Library.

Another problem observed is the non-inclusion of years of publication in most entries examined. This runs contrary to the spirit of the local scheme which requires the inclusion of dates of publication for distinguishing various types of numerous documents. Size of materials are given in some and absent in others. These inconsistencies in cataloguing need to be addressed to bring about total uniformity in the practice as far as possible. Moreover, they help in effective identification and retrieval of materials in addition to the opportunity of engaging in loaning cooperation.

4.4 Bibliographic and Physical Accessibility

In the proceeding section of this research, the organization aspect of UN documents is considered. In complementing those system (i.e. cataloguing and classification), in effective retrieval, libraries need to

provide tools that will aid users in knowing not only what they want but selecting what they need.

The provision of subject catalogues, bibliographies, indexes and other similar lists is important in this area. As most of these UN documents are placed under closed access, the users would have to be supplied with all the necessary tools and guides to help them meet their needs as they are barred from physical contact with the materials on shelves.

Since browsing is not possibly easy in this type of collection, and observation has revealed that the use of checklists and other UN tools and guides are not popular with our libraries, it is felt that the libraries should do something by providing subject catalogues and other bibliographical list of these UN materials to facilitate effective retrieval and use. As MacBride (1954) indicated, majority of library users often approach the Library catalogue with subject of interest rather than author or title. According to him researchers are by their nature narrow-minded and definitive. They are interested in their subjects and all that relate to them. Moreover majority users in this part of the world are more used to the card catalogue than the other systems such as book forms, computer system etc. The provision of the card type of catalogue for UN materials that can be easily catalogued is therefore in proper order.

However for the other categories which are not easy to catalogue due to their nature and number such as the mimeographes , series, sales categories etc., the use of UN tools and guides if available is more relieving and inevitable. And even where these lists are not available and inadequate, the libraries should construct lists or indexes based on major subject areas of these documents.

Unfortunately the ABU Library which does selective cataloguing of these UN materials provides only Author/ Title catalogue. There is no subject catalogue in the unit. The only alternative which is not very effective is the general subject index of the entire library's collection located onthe ground floor of the library. This is very far from the UN collection and does not therefore encourage its effective use. Refer to table 4.1 for details of the practices of these two libraries.

The descriptive catalogue of the KIL does not contain the subject treated in the documents catalogued. The effect of non-provision of subjects treated by these documents in the descriptive catalogue is that users cannot retrieve by subjects if no author or title is known. This has posed a limitation to their searches. For the uncatalogued materials, even though KIL claim to be making lists of them, such lists are hardly seen or are not made available to users. This has thus rendered users ignorant of the existence of numerous publications mostly in series, mimeographed and sales categories.

In short not much has been done in this area of bibliographical service of the UN documents according to the Documents librarian of KIL. The only exception to this is pamphlets of these organizations are listed and kept in pamphlets boxes. The only means of knowing about the existence of this category of materials by users is through either the list when made available to them or other outside sources or sometimes the UNDI copies that are available in the library. This practice jeopardises retrieval of this category of materials. The KIL also claimed that lack of adequate and experienced staff has been the main problem of the unit in the effective organization ofthese UN document.

The case is however, slightly different with the University of Ibadan library. In KDL, they maintain separate dictionary catalogue for the UN documents in addition to the Author/Title catalogue. See examples of subject entries of the University of Ibadan library below:

1. ALCOHOLISM - EUROPE

WALSH, D.

Alcohol-related mediocosocial problems and their prevention/D.Walsh.- Copenhegan: Regional office for Europe, World Health Organization, 1982.
82p. (Public Health in Europe; 17)

1. Alcololism-Europe I. W.H.O. II. Title III. Series.

2. PRICE DISCRIMINATION
UNITED Nations Conference on Trade and Development Secretariat.
Dominant position of market power transnational corporations: use of the transfer pricing mechanism.- New York: United Nations, 1978.
36p.

1. International business enterprises 2. Transfer pricing 3. Price discrimination 4. Industry and State I. Title

3. UNITED Nations
Review and appraisal of the World population plan of action. - New York; 1979.
60p. (Department of International Economics and Social Affairs. Population studies no. 71).

1. Population - Study and teaching I. Title II. Series.

The University of Ibadan library use Library of Congress Subject Headings in the preparation of these subject headings. The subject catalogue which is a dictionary type is located near the Author/Title catalogue for the convenience of users.

In overall, it is evident that in the area of subject bibliographical service of these international organization documents, the University of Ibadan is at least doing better than ABU in the sense that it has provided subject catalogue to answer questions of subject-oriented nature from users. In ABU library although a

a subject classification scheme (LCC) is used in arranging these documents, no effort is made to include in the catalogue subject headings relating to these documents. This is one vital aspect which promotes retrieval on subject-oriented enquiries that is left out by the library. There is no doubt that the absence of a subject catalogue has limited the chances of finding valuable materials of this organization in various subject of interest in KIL in particular.

One would expect that the library which uses a subject classification would naturally provide subject catalogue along with Author/Title catalogue. The index that exists is not comprehensive enough in this area and is also poorly located for convenience of users as indicated earlier in this section.

Apart from the two systems used by the libraries described above, there is no other bibliographical services such as subject indexes, bibliographies, abstracts etc carried out. Many backlog of materials are still waiting processing too. The shortage of staff is also responsible for the non-cataloguing. However the materials are sorted out and kept according to the issuing bodies.

Table 4.1

SUMMARY OF THE ORGANIZATION AND RETRIEVAL SYSTEMS OF UN DOCUMENTS IN KIL (NI) KDL LIBRARIES

	Type of Method	KIL ABU	KDL U I
	Integration Vs Separation		
1.	Shelved in a separate room	* X	X
2.	Shelved with other library collections	X	X
3.	Some shelved with other library materials and some in separate section.	X	X
4.	Processed separately		X
5.	Processed in the same unit with other library materials	X	
6.	Part of another section of the library	X	X
7.	Independent of other sections of the library		
8.	With separate catalogue	X	X
9.	Without separate catalogue		
10.	Entries also integrated in main catalogue	X	
	Nature of Access		
11.	Open access		
12.	Closed access	X	
13.	Combination of 11 & 12 above		X
	Cataloguing and Classification		
14.	Using AACR 2 in cataloguing	X	X
15.	Using specially designed code in cataloguing		
16.	Using General scheme in classification	X	
17.	Using special scheme in classification		X
18.	Using UN symbol system with relevant tools and guides		
	Bibliographic and Physical Accessibility		
19.	With subject catalogue		X
20.	Without subject catalogue	X	
21.	Using LCSH for subject headings		X
22.	Using separate subject index	X	
23.	Preparing Lists (such as subject indexes and bibliographies etc).		

* means a particular operation is applicable in the given library.

Table 4.1

SUMMARY OF THE ORGANIZATION AND RETRIEVAL SYSTEMS OF UN DOCUMENTS IN KIL AND KDL LIBRARIES

	Type of Method	KIL ABU	KDL U I
	Integration Vs Separation		
1.	Shelved in a separate room	* X	X
2.	Shelved with other library collections	X	X
3.	Some shelved with other library materials and some in separate section.	X	X
4.	Processed separately		X
5.	Processed in the same unit with other library materials	X	
6.	Part of another section of the library	X	X
7.	Independent of other sections of the library		
8.	With separate catalogue	X	X
9.	Without separate catalogue		
10.	Entries also integrated in main catalogue	X	
	Nature of Access		
11.	Open access		
12.	Closed access	X	
13.	Combination of 11 & 12 above		X
	Cataloguing and Classification		
14.	Using AACR 2 in cataloguing	X	X
15.	Using specially designed code in cataloguing		
16.	Using General scheme in classification	X	
17.	Using special scheme in classification		X
18.	Using UN symbol system with relevant tools and guides		
	Bibliographic and Physical Accessibility		
19.	With subject catalogue		X
20.	Without subject catalogue	X	
21.	Using LCSH for subject headings		X
22.	Using separate subject index	X	
23.	Preparing Lists (such as subject indexes and bibliographies etc).		

* means a particular operation is applicable in the given library.

Chapter Five

SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

5.1 Summary of Findings

In the foregoing chapters the numerous publications of UN are reviewed in the area of organization in two selected academic depository libraries in the country i.e. Ahmadu Bello University library and the University of Ibadan Library.

There is no doubt that UN is today considered as one of the most prolific publisher of our age and its publications permeate all fields of human endeavour ranging from Arts to Social Science and pure science to Technology. This is also what Stevens and Stevens (1973) and Childs (1966) indicated in their study of UN publications, that the materials are virtually useful to all human fields of interest world-wide. However the physical format and voluminous nature of these publications have rendered their organization a bit difficult in comparison with the non-governmental and commercially produced materials. They do not have any definite format of publication.

The very essence of this study is therefore to examine the efforts made by the two academic depository libraries in effectively organizing this enormous and valuable body of information and provide suggestions on how to improve on the existing practice so as to

facilitate and encourage their use by all interest groups; staff, research students etc. This chapter therefore intends to give an overview of the findings of this exercise in the area of organization and retrieval of these materials in the two selected academic depository libraries in Nigeria on comparative basis. These libraries are, the Kashim Ibrahim Library of Ahmadu Bello University Zaria and the Kenneth Dike Library of the University of Ibadan.

5.1.1 Integration Vs Separation

Both the Ahmadu Bello University and the University of Ibadan libraries keep their UN publications in separate sections from other collections of the libraries. However, while the University of Ibadan library also process these materials separately, the Ahmadu Bello University Library does its own along with other collections of the library in the main processing division of the library.

In both libraries, the reference and ephemeral materials of UN are sent to the reference units of the libraries. In the university of Ibadan in particular, these materials are also sent to the serial unit of the library.

The two libraries studied also have separate catalogues located in the section where the materials

are housed except ABU library which integrate the UN documents entries in her main catalogue.

5.1.2 Open Vs Closed Access

Both the Ahmadu Bello University and the University of Ibadan libraries keep the UN collection under closed access. The University of Ibadan library however, has a small part of the UN collection in open access. These materials are said to be frequently used by readers and present less problem in handling.

5.1.3 Organization of UN Documents

5.1.3.1 Classification

In the area of classification and shelf arrangement of these materials the two libraries studied differ to a great extent. While the ABU Library uses the LCC which is a subject classification scheme, the University of Ibadan uses a specially designed scheme. This scheme which was made available to the researcher for examination indicates that all UN and other international organizations documents are housed in 85y class.

The 85y class serves as the principal location symbol of these materials followed by the abbreviation of the appropriate agency, format of publication, cutter number and year of publication.

5.1.3.2 Cataloguing

About cataloguing the United Nations documents in the two libraries, the following observations are made:

a. Both libraries use AACR II in cataloguing of UN materials.

b. ABU Library does selective cataloguing of the UN materials that is in line with the LC classification while the bulk of the materials remain uncatalogued. Most of the uncatalogued materials are series, mimeographes and sales category.

c. Even the University of Ibadan that claimed to be cataloguing all its UN materials was found wanting in this aspect. Due to shortage of stuff, the materials are not all catalogued or processed and inconsistencies are noted in the entries. The obvious implication of this shortcoming is that users may not know the availability of these documents in the libraries.

5.1.4 Bibliographic and Physical Accessibility

Except the University of Ibadan library which has a subject catalogue of UN materials, the ABU Library has not done much in this area. This shows an obvious weakness in the ABU bibliographical services. It only claimed that some of the unprocessed materials are listed and

kept in pamphlet boxes and those not in pamphlet boxes are also tied together according to the issuing agencies and put on shelves for example, all publications on Apartheid are tied together and placed on shelves or listed and put in pamphlet boxes. No lists are available to make the retrieval of these documents easily possible.

5.2 Conclusions of Findings

5.2.1 Integration Vs Separation

The following conclusions are drawn from the practice of separation of UN materials in the two libraries:

a. In Ahmadu Bello University library, eventhough the materials are kept separately from other collection of the library, the cataloguing and classification is left in the general processing unit of the library. Since these materials are considered as special collection meant to serve staff and research students, they need a total control for effective organization. Moreover documents by their physical nature need a special care of the documents specialists in organization and service.

b. The University of Ibadan which also separates her UN collections, fails to place them in one specific location.

The scattering of the materials all over the different sections of the library is not good enough for both the staff to locate these materials and users, as time will be wasted in bringing such materials to the readers.

c. In both libraries, materials are sent to either serials or reference units of the libraries or both, and are not made known to users who may be coming to seek for these materials in the document units of these libraries by way of guide, except when they themselves (users) ask of these materials.

d. Ahmadu Bello University library in particular maintains both separate and integrated catalogues of such materials. However, the details of separate catalogue is not reflected in the main catalogue.

5.2.2 Open Vs Closed Access

Closed access is imposed on all the UN documents in the two libraries with minor exception to certain documents in the University of Ibadan library which are in open access.

The problem noticed with the organization of the materials in the open access is the hapharzard nature of these materials on shelves. This is mainly due to the

inconsistencies of the scheme and the inadequate shelving of the materials by the documents staff.

Eventhough the ABU UN collection is in closed access, the materials are still seen on open shelves and users are sometimes allowed to browse them in search of the materials they need. However in University of Ibadan library materials in closed access are only made available through the services of the documents staff.

5.2.3.1 Classification

The following observations and conclusions were made in each of the libraries studied:

Ahmadu Bello University library;

a. It uses only the LCC for classifying its UN documents. This scheme is adequate to only the secondary materials such as books, periodicals etc. Regrettably, the primary sources which include Annual reports, working papers, verbation records of meetings and administrative papers are however left unclassified as a result of the inadequacy of the scheme used.

b. Materials successfully classified using the LCC are shelved properly and are easy to retrieve by the staff. Users are theoretically not allowed to browse and pick materials they need. They can only get

them through the assistance of the documents staff.

University of Ibadan Library;

a. It uses a specially designed scheme for classifying all its UN collections (see appendix D for details).

b. It also uses the UN and other specialised agencies document numbers for documents that carry them in shelf - arrangement of the materials.

c. Materials are found to be hapharzardly shelved due to the problems of the scheme such as the inconsistencies of the scheme.

As already reported in the study, all the libraries have developed one form of system or the other in the organization of their UN collection. This development does not give room for easy reference which will be essential to loaning services as the system of arrangement completely differs as in the case of the two libraries studied.

5.2.3.2 Cataloguing

In cataloguing of UN documents, the libraries seem to have a common pattern based on the Anglo-American Cataloguing Rules II which is also used for other library materials as reported in chapter IV of this study.

However, a common problem peculiar to all the two libraries studied is the backlog of uncatalogued items. Both libraries claim that the shortage of staff is their main problem in this regard. Highly trained staff in this area have been lacking as a result of which the sections have not been effectively run.

Since the cataloguing cannot keep pace with the supply of these materials, it is only reasonable that the libraries concern devise other supplementary and effective means of preparing lists that will facilitate their timely use. That is the main reason why Chamberlin and Moore (1951) explained that there are far basic reasons why it will be time and resources wasting if libraries attempt to catalogue all publications of UN instead of using the UN tools and guides e.g. UNDI in the knowing and retrieval of these publications. In the reasons these authors advanced such as the numerous number of these materials, they did not even see the reason why libraries will waste much of their time and resources cataloguing everything they receive from UN when there are tools and guides specifically produced to serve these purposes (See appendix C).

5.2.4 Bibliographic and Physical Accessibility

The provision of documentation services such as indexing, abstracting and compilation of bibliographies are the main lifeblood of any information system including international organizations documents if users are

to be informed of the existence and availability of materials in their various fields of interests.

Unfortunately, apart from the University of Ibadan library which has a subject catalogue of these documents, none of the two libraries engage in the indexing and abstracting of at least some of these valuable documents by subject areas.

Infact apart from the uncatalogued materials sorted out according to issuing bodies and shelved, or listed and put in pamphlet boxes according to issuing organs, no effort is made to bring such materials to the notice of users in the two libraries studied.

Despite these shortcomings, the effort by the university libraries in organizing these UN materials point to the fact that there is growing realization of the importance of these materials and thus trying to make them readily available in response to increased research needs of the universities.

5.3 Recommendations

Some recommendations are made under the usual headings of this research of Integration Vs Separation, Open Vs Closed Access, Organization of UN Documents (Classification and cataloguing) and Bibliographic and Physical Accessibility of these UN materials.

5.3.1 Integration Vs Separation

In view of the nature, form and format of UN publications which differentiate most of them from non-government publications, this study supports in totality the separation of this material from other library collections as is the case with the libraries examined.

Not only that, the study equally supports the maintenance of a separate catalogue near enough to the collection. The integration of the entries of UN materials in the main catalogues of these academic libraries will also facilitate their knowing and use by readers as in the case of ABU Library. The University of Ibadan is therefore to consider including information on these documents in the main catalogue as well. This practice is also going to benefit users of University of Ibadan library.

The University of Ibadan library should try if possible to bring all its UN collection in one place if space and reorganization of such collections can be made possible for convenience of use to both staff and users. The present arrangement that scatters them all over certain sections of the library e.g. Africa, Nuclear science room, Research area etc. is not good enough.

5.3.2 Open Vs Closed Access

Since closed access policy is accepted by all the libraries as a necessary evil for the preservation of these materials for future generations use, there should

be an independent catalogue well located near it as the case with the two libraries. This display of the catalogue near the collection will certainly create convenience to both users and staff of the library.

5.3.3.1 Classification

The two systems the libraries have adopted in their approach to classifying the UN documents have their merits and demerits. For example the Ahmadu Bello University library which uses the subject classification can only use such a system for its secondary materials. The primary sources are left unprocessed due to the inadequacy of the system.

The University of Ibadan however, devised a good and viable special scheme based on the organizations themselves with a common location system. The major problem however found in the scheme as repeated in this study consist the following:

i. Inconsistencies in assigning of form divisions which separate copies of the same book and invariably of the same series.

ii. Non-distinctive call numbers.

iii. Use of document numbers.

As a result of the problems mentioned above, it has been found that so many books bear the same location symbol which creates problem in location. The following

recommendations are therefore advanced to reduce some of the problems of the scheme in relation to the most affected publications:

i. Prepare lists of series titles for FAO, WHO etc. giving each a cutter number. This should also be applied to other agencies of UN whose documents do not carry consistent document numbers most especially Unesco.

ii. Documents numbers must be used for all documents that carry them and such numbers should also appear along with the local scheme notations in the catalogue cards.

iii. Unesco documents should be cuttered by title or author.

iv. It is important that the classification of publications in the section be closely monitored so as to improve the existing scheme and see to the proper application of the system.

v. Daily shelve reading is essential to correct anomalies in the arrangement of materials on shelves to facilitate retrievals.

On the whole, the effort of the University of Ibadan in designing this viable special scheme is commendable. The ABU Library should also organize its non-classified UN documents which is as a result of the inadequate nature

of the scheme used by the library. They can at least adopt an archival system for such complex documents or follow the UN symbol system in organizing them. When using the symbol system which organizes the materials also by issuing agencies, they can complement such arrangement with the already existing UN tools and guides or modify them to suit the practices of their library in dealing with the materials.

5.3.3.2 Cataloguing

Many backlog of unprocessed UN materials is a feature common to both the libraries compared. The catalogues of both libraries are found not to be actually keeping pace with the materials. The reason given by both libraries is shortage of staff and the complex nature of these materials coupled with their large numbers.

As Chamberlin and Moore (1951) study shows, experience has shown in recent years that cataloguing all UN documents is not an easy or desirable task due to the explosion in number of these materials. It is also proved according to this study that there is no better substitute to the tools and guides of the UN in the organization and retrieval of these documents.

While not fully in support of use of UN symbols in entirety in organization and retrieval of the documents

due their complex nature too, the libraries can adopt the following practices:

1. Those materials that can be easily catalogued using AACR II should still be continued as is already the practice by the two libraries.

2. Those materials that cannot be easily catalogue, a list of them can be prepared tailored along the practice of the UN system as is done in UNDI. The documents symbol can equally be used in their shelf arrangement.

3. The last alternative is the strict use of the UN symbol system in the organization of these materials though complex to comprehend at times (due to continuity problem and lack of hierarchy in the system). Such arrangement can be complemented with the popular UN tool e.g. the UNDI in both this and the former recommendations. This will facilitate the knowing of and retrieval of these publications.

5.4 Bibliographic and Physical Accessibility

In area of bibliographical services, except the University of Ibadan which has a subject catalogue of these UN documents, Ahmadu Bello University Library has not made effort in this vital part of information retrieval devices.

This research therefore recommends that Ahmadu Bello University library should think of supplementing its Author/Title catalogue with a subject catalogue located near it. The two libraries should also consider the preparation of lists, indexes and bibliographies based on major disciplines taught in the universities.

This service will assist in bringing to the notice of researchers the vital information contained in these international organizations documents. They should not only wait for request to come from users, but map out some outreach programmes to inform them as recommended in this section.

5.5 General Recommendations

The following recommendations are generally made, not limiting them to any particular aspect of this exercise:

1. Library schools in the country should include (if they do not have) or intensify in their curriculums, courses on government documentation in general with particular bias to international documentation. Such courses should reflect these areas:
   a. Nature of International organisations documents.
   b. Functions and duties of the international organizations e.g. UN and its specialised agencies.

c. The characteristics of international organizations documents or publications.

d. Procedures in the acquisition of International organizations documents.

e. Organization of International documents.

2. Libraries dealing with government documents or International organizations documents should endeavour to send their staff for special training in the area of international documentation.

3. The libraries concerned should recruit a reasonable number and experienced people in this field of international documentation so as to improve on the services of these materials.

4. This study only focused on the comparison of only two academic depository libraries in the country in examining their organization and retrieval systems of UN documents. There are a lot of other possible areas of research that will assist in boosting on the present practices of handling this type of materials. These areas include:

a. A study of use-pattern of these UN documents.

b. Intensive study of the various schemes used by both academic and non-academic libraries and a proposal of a nationally accepted scheme in this area. This will also enhance inter-library cooperation among the libraries in the country.

c. Cataloguing of UN materials

d. A thorough review of the UN symbol system with a view to modifying it to suit our libraries.

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APPENDIX A

UN Organization Chart

Appendix 'B'

UN Sales Category Numbers and Designations

1.	General
IIA.	Economic Stability and Employment Studies
IIB.	Economic Development Studies
IIC.	Economic Reports
IID.	Trade, Financial and Commercial Studies
IIE.	Report of the Economic Commission for Europe
IIF.	Report of the Economic Commission for Asia and Far East.
IIG.	Report of the Economic Commission for Latin America
III.	Health Publications
IV.	Social Welfare Publications
V.	Legal Publications
VIA.	Trusteeship Publications
VIB.	Studies and Reports on non-self governing territories
VIII.	Transport and Communication Publications
IX.	Publications on Atomic Energy and Armaments control
X.	Publications on International Administration
XI.	Publications on Narcotic Drugs
XII.	Publications on Educational Scientific and Cultural Affairs
XIII.	Demogarphic Publications
XIV.	Human Rights Publications

XV. Relief and Rehabilitation Publications

XVI. Fiscal Publications

XVII. Statistical Publications

Appendix 'C'

UN basic tools and Guides

1. Check list of United Nations Documents
2. United Nations Documents Index
3. Catalogues of Sales Publications
4. Documents Index Notes
5. Indexes to the proceedings
6. Archives Reference Guides
7. Resolutions and Decisions
8. Repertories of United Nations Practice
9. Guides to the Charter
10. Legal Indexes
11. General Index to the Documents of the UN Conference on International Organization.

APPENDIX 'D'

University of Ibadan Scheme for Government Documents

Schedule I

Location Symbols:

85	-	National Governments
85y	-	International Organizations (intergovernmental only)
855	-	Audio-Visual Materials. Non-Prints.
856	-	Serials (Specific subjects).
85X	-	Miscellaneous Works; non-governments, documentary materials, etc.

Schedule 3(b)

Issuing Bodies: International Organizations - Abbreviations

United Nations

I. Main Organs of the United Nations

UN	United Nations
UN/A	General Assembly
UN/E	Economic and Social Council
UN/ICJ	International Court of Justice
UN/S	Secretariat
UN/SC	Security Council
UN/T	Trusteeship Council

II: United Nations Specialised Agencies

FAO	Food and Agricultural Organisation
GATT	General Agreement on Tariff and Trade
IAEA	International Atomic Energy Agency
IBRD	International Bank for Reconstruction and Development (World Bank)
ICAU	International Civil Aviation Union
IDA	International Development Association
IFC	International Finance Corporation
ILO	International Labour Organisation
IMCO	Inter-Governmental Maritime Consultative Organization
IMF	International Monetary Fund
ITC	International Telecommunication Union
PCOB	Permenent Central Opium Board
TAB	Technical Assistance Board
UNESCO	United Nations Educational, Social and Cultural Organization
UNHCR	United Nations High Commission for Refugees
UNICEF	United Nations Children Fund
UNSP	United Nations Special Fund
OPU	Universal Postal Union
WHO	World Health Organisation
WHO	World Meteorological Organisation

III Others:

Follow the abbreviations listed in yearbook of International Organizations

Schedule 4

Form Divisions

.1	Generalia
.11	Constitutions
.12	Gazettes
.121	Gazette supplements
.14	Staff Lists
.15	Blue Books
.16	Convention
.17	Joint Publications
.19	Miscellaneous
.2	Parliamentaries and Laws
.21	Parliamentary papers
.21	Sessional papers
.22	Command papers
.23	Debates
.24	House Journals
.241	Bills
.242	Acts
.243	Regulations
.243	Subsidiary legislations
.25	Imperial Orders
.25	Ordinances
.25	Proclamations
.26	Decrees
.26	Edicts
.26	Laws
.261	Law Reports

.3 Statements and meetings

.31 Addresses

.31 Broadcasts

.31 Interviews

.31 Speeches

.31 Statements

.32 Lectures

.33 Minutes

.33 Orders

.33 Proceedings

.33 Records

.34 Declarations

.35 Recommendations

.351 Resolutions

.37 Government Instructions

.38 Official Reports

.39 Agreements

.4 Reports

.41 Annual Reports

.42 Periodic Reports

.42 Special Reports

.421 White Papers

.43 Reports of Tribunals (inquiries)

.43 Reports of Commission (of inquiries)

.43 Tribunals (of inquiries)

.431 Conclusions of Governments

.431 Government Views on Special reports

.44 Reports of Conferences

.45 Reports of seminars

.45 Reports of Workshops

.46 Reports of expert Group meetings

.47 Final Reports

.48 Colonial Reports

.48 Correspondences

.49 Mission Reports

.49 Papers

.49 Technical papers

.49 Technical Reports

.5 Periodicals, Lists, documents etc

.51 Journals

.51 Serials

.511 Newspapers

.52 Bulletins

.521 News-letters

.522 Magazines

.53 Pamphlets

.54 Books

.54 Monographs, Reprints etc.

.55 Documents

.55 Mimeographed

.56 Series

.57 Bibliographies

.57 Lists

.571 Catalogues

.572 Indexes

.573 Abstracts

.574 Digests

.574 Reviews

.58 Handbooks

.581 Almanacs

.581 Diaries

.581 Yearbooks

.582 Biographies

.582 Directories

.583 Guidelines

.583 Guides

.584 Manuals

.585 Thesaurus

.586 Glossaries

.587 Standards

.59 Press Releases

.59 Publicities

.6 Statisticals and Maps

.61 Charts

.61 Indicators

.61 Plans

.61 Tables

.61 Statistics

.62 Budgets

.62 Census

.62 Estimates

.62 Financial Statements

.621 Programmes

.63 Development plans

.64 Surveys

.67 Elections

.67	Plebiscites
.68	Maps and Gazetters
.7	Circulars and papers
.71	Circulars
.72	Memoirs
.72	Profiles
.73	Memoranda
.731	Studies
.74	Research papers
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Appendix E

Relevant Correspondence with the KDL on this study

Department of Library Science
Faculty of Education
Ahmadu Bello University
Zaria.

24th February, 1989.

The University Librarian
University of Ibadan Library
Ibadan.

Attention: Documents Librarian
University of Ibadan Library
Ibadan, Nigeria.

Dear Sir,

INQUIRY ON UNITED NATIONS COLLECTION

I am a post-graduate student/staff of the Department of Library Science, Ahmadu Bello University, Zaria. I am currently embarking on A Study of the Organization of United Nations Materials in some Nigerian University Libraries.

I am therefore writing to inquire if your library has some collections on that area to enable me include it in my scope of study.

I will be most grateful if you can supply me with the information. A self-addressed envelop is enclosed for the reply.

Thank you for the anticipated cooperation.

Yours faithfully,

Aminu A. Abba

AHMADU BELLO UNIVERSITY, ZARIA
Department of Library Science

20th March, 1989.

The Librarian
University of Ibadan
Ibadan.

Dear Sir/Madam,

LETTER OF INTRODUCTION

The bearer, Mal. Aminu Abubakar Abba is a staff in my department. He is currently working on his Master's thesis in my department. The title of his project is:

A Comparative Study of the Organization of United Nations Documents in Kashim Ibrahim Library, Ahmadu Bello University and the University of Ibadan Library.

I would be most grateful if you could assist him (i.e. Mal. Aminu Abba) with all his needs in your library.

Counting on your support.

Best wishes.

Sincerely yours,

Signed:
Dr. G.T. Chadiran
Head of Library Science

APPENDIX F

Research Instrument

ORGANIZATION OF UNITED NATIONS MATERIALS

INTERVIEW QUESTIONS

1. (a) Is the UN collection in the library integrated or separated from the general library collections?

   (b) What is the reason for either the integration or separation?

2. What type of classification scheme is used for the UN collections?

   (a) Special scheme?

   (b) General scheme?

   (c) UN Symbol series system?

3. (a) What type of cataloguing system is used for the collection?

   (b) Is it AACR2 or a specially designed code?

4. (a) Any subject catalogues, indexes and other devices used in the retrieval of materials or information on United Nations Documents?

   (b) Specify other retrieval devices used

   (c) What list of subject heading is used? Why?

   LCSH? SLSH? Others, specify. Why?

5. Is the UN collection in open or closed access?

   (a) What is the reason for the open or closed access?

   (b) If open, to what category of users? Please specify.